

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-402**

**1 SEPTEMBER 1997**



**AIR FORCE RESERVE COMMAND  
Supplement 1**

**15 April 1999**

***Flying Activities***

**AVIATION AND PARACHUTIST SERVICE,  
AERONAUTICAL RATINGS AND BADGES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAF/XOOT (CMSgt Lorenzo A.  
Tribbett)

Supersedes AFI 11-402, 20 December 1996  
and AFI 11-402/AFRC Sup, 9 May 1997

Certified by: HQ USAF/XOO (Brig Gen T.  
Schwalier)

Pages: 131  
Distribution: F

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This instruction sets procedures and standards on implementing aviation service and parachutist policy and procedures. The antecedent for this instruction is AFRPD 11-4. This instruction is affected by the Privacy Act of 1974, 5 U.S.C. 552a. The authorities to collect and maintain records prescribed in this instruction are indicated below. The systems of records affected by this instruction are:

1. Military Personnel Records System (F035 AF MP C) Authority: 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by.
2. Personnel Data System (PDS)(F030 AF MP A) (Authority: 10 U.S.C., various sections).
3. Air Force Operations Resource Management System (AFORMS) (F060 AF A)(Authority: 37 U.S.C. 301a, Incentive Pay: PL 92- 204;PL 93-570; PL 93-294 (Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989).

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**(AFRC)** The OPR for this supplement is HQ AFRC/DOTSF (SMSgt Mark B. Ayers). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-402, 1 September 1997. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

***SUMMARY OF REVISIONS***

This revision provides new guidance on mandatory requirements for award of aviation badges (Table 8.1.). A | indicates revision from the previous edition.

## ***SUMMARY OF REVISIONS***

This revision clarifies the publication of aeronautical orders for members appearing before a Flight Evaluation Board (FEB); requires the HOSM to submit a copy of the final FEB approval letter to HQ AFRC/DOTSF within 5 duty days after completion of an FEB; mandates requirement to place traditional reservist in a military status prior to convening an FEB; clarifies FEB waiver submission requirements; reduces FEB processing schedule from 60 duty days to 45 calendar days; and gives the HOSM authority to publish aeronautical rating orders for award of the Chief Flight Nurse badge. A (I) indicates revisions from previous edition.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Applicable to Whom.** The base for the USAF aviation service program is public law and subject to interpretation by each service Secretary. Policy application must be uniform among the services. Since this document supplements other Department of Defense (DOD) guidance, the more restrictive provisions of this instruction apply to active duty personnel and members of the Air Reserve Components (ARC).

#### **1.2. Specific Guidelines:**

1.2.1. Members are not entitled to flying incentive pay unless they are on aeronautical orders (AOs) and required to perform specific in-flight duties.

1.2.2. Assigning anyone to an active flying position solely for the purpose of accumulating Operational Flying Duty Accumulator (OFDA) credit or qualifying for incentive pay is contrary to public law and USAF policy.

1.2.3. Training for the rated force is voluntary. Once awarded an aeronautical rating, a rated officer must perform all aircrew and rated staff duties assigned. This includes additional flying training related to an officer's rated specialty.

1.2.4. Officers and enlisted personnel must volunteer to enter training that will qualify them to perform in-flight duties as aircrew members or operational support fliers. Unless permanently disqualified, members who complete initial training remain available for flying duties and may be directed to perform such duties at any time.

1.2.5. USAF members may request voluntary disqualification for aviation or parachutist service. Approval is contingent on the best interests of the USAF.

1.2.6. Members remain qualified for aviation service only if they maintain medical and professional qualification. Members with a substantiated record of drug abuse cannot be entered into aviation service or parachuting duties except as AFI 36-2205 applies to initial undergraduate flying training applicants. AOs certify that an individual fulfills all requirements for aviation service and are the official authorization to perform flying duties.

1.2.7. Qualification for aviation service is not a right; it rests within the sole discretion of the approval authority. Members remain qualified for aviation service based on their qualifications and potential.

1.2.8. Disqualification for aviation service is an administrative action designed to remove an individual from aviation service for cause. It is not disciplinary action, nor a substitute for action under the Uniform Code of Military Justice (UCMJ) or any other administrative directive. The USAF disqualifies a member when he or she is found medically or professionally unqualified to perform aviation service according to this instruction. Disqualification terminates flying incentive pay.

**1.3. Documentation of Case Actions.** At the conclusion of an aviation service action, all documentation becomes a permanent part of the individual's master personnel record. Prepare all packages on 8 1/2 by 11 inch paper. At the conclusion of an aviation service action, all documentation becomes a permanent part of the individual's master personnel record. All contents of a case action must be clear and legible (AFI 36-2608).

**1.4. Aviation Service Action Suspenses.** Process aviation service cases as quickly as possible. MAJCOMs should establish suspenses and ensure timely processing of all cases.

**1.4. (AFRC)** Each command level starting at wing level has 10-working days to staff each case file. Mailing address for aviation service actions is: HQ AFRC/DOT, 155 2nd Street, Robins AFB GA 31098-1635.

**1.5. Standards of Application.** Except as otherwise provided in [Chapter 4](#), base decisions on the following standards:

1.5.1. The decision authority need not be convinced beyond a reasonable doubt or by a preponderance of the evidence that the conclusions are true. The decision authority must only believe the conclusions are supported by substantial evidence.

1.5.2. The decision authority may consider any information that in his or her judgment has value.

**1.6. Preparation of Aeronautical Orders (AO).** AOs document aviation service actions. Publish, distribute, and maintain AOs according to AFI 11-401. When possible, the commander advises the member of the content and effect of an AO before the effective date.

**1.6. (AFRC)** “Commander” refers to the squadron commander (or any commander within command channels), who initiates aviation service action.

1.6.1. Requests for Orders. The Host Operations System Management (HOSM) office processes AOs that initiate or terminate aviation service. The commander who submits the request must certify the member's eligibility for aviation service and validate the flying requirement.

1.6.1.1. This certification includes verification of medical clearance (AFMAN 48-123), completion of physiological training (AFI 11-403), security clearance if required, and a review of the member's past aviation service qualification. Identify any impediment to aviation service to the commander's attention.

1.6.1.2. Validation of flying requirements entails confirmation of specific rated position identifier (RPI) codes, appropriate Air Force specialty code (DAFSC) prefix, or establishment of a flying activity category (FAC) code according to AFI 11-401. The HOSM office must confirm man-years have been allocated to validate operational support flier requirements.

1.6.2. Authority for Change. The authority for changing a member's aviation service status depends on the type of action. A member's commander (or any commander within command channels), aerospace flight medicine office (FSO), flight management officer (FMO), military personnel flight (MPF), or HQ USAF may initiate the action. Each authority must immediately notify the member's HOSM office and request they publish the appropriate AO. Unless the approval authority is restricted to HQ USAF, an individual's HOSM office issues (or approves) the AO.

1.6.3. Effective Period of Aeronautical Orders. Depending on the category of flier, an individual's availability or duration of the flying requirement limits the effective period of an AO. AFI 11-401 is the source document for preparing AOs and takes precedence over this instruction.

1.6.3.1. AOs that establish an aviation service period for rated officers (except flight surgeons and officers in training leading to the award of an aeronautical rating) will normally reflect a termination date of the next aviation career phase point, regardless of DOS or retirement. For example, the AO termination date for rated officers will be the effective date the officer will accrue 12 or 18



years of aviation service or when the officer reaches 22 or 25 years of officer service, whichever occurs first. For an actively flying rated officer with more than 25 years of officer service, the termination date of the AO will be the earliest known termination date, such as projected termination of assignment, DEROS, DOS, or date of retirement. For flight surgeons, use the date the officer attains 25 years of officer service.

1.6.3.2. For nonrated enlisted members, the termination date will be the date of flying tour completion or date of separation, whichever is earliest. For nonrated officers, the termination date will be the DOS if known. If the DOS is not known, the termination date will not exceed three years. If the member is notified of a follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.

1.6.3.3. The HOSM office must monitor orders published for operational support members and terminate them when the flying requirement no longer exists or when man-years are no longer available.

**1.6.3.3. (AFRC)** Active duty HOSM servicing an AFRC unit should validate flying requirements for operational support members with the unit operations resource management superintendent. Man-years are not authorized for ARC personnel.

1.6.3.4. Publish AOs as quickly as possible when an effective period changes. When permanent change of station (PCS) actions are involved, the gaining HOSM office ensures AOs are correct when the member arrives at the new duty station. Should circumstances require involuntary termination (other than suspension or disqualification) earlier than specified in the order, give the member as much advance notice as possible before termination. When the order expires, the member is automatically removed from aviation service and all entitlements to flying pay cease.

**1.7. Recommendations for Change.** Submit proposed changes via AF Form 847, **Recommendation for Change of Publication (Flight Publications)**, through MAJCOM/DO channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington, DC 20330-1480.

**1.8. HQ USAF Waivers.** Request waivers to this instruction to HQ USAF/XOOT. Once approved, MAJCOMs may publish these waivers in their supplements.

## Chapter 2

### US AIR FORCE AERONAUTICAL RATINGS

**2.1. Determining and Revoking Ratings.** The Chief of Staff, USAF, determines Aeronautical Ratings. HQ USAF/XOO and MAJCOM commanders may revoke a specific rating from an individual when the requirement for aviation career service no longer exists. This chapter establishes USAF procedures regarding aeronautical ratings.

**2.2. Applicable to Whom.** Rated policy applies to USAF officers on extended active duty and USAF officers who are active members of the ARC.

2.2.1. Under Title 10, U.S.C. 8691, the USAF may award aeronautical ratings only to USAF commissioned officers. The following are the USAF aeronautical ratings:

- Pilot, Senior Pilot, Command Pilot
- Navigator, Senior Navigator, Master Navigator
- Observer, Senior Observer, Master Observer
- Flight Surgeon, Senior Flight Surgeon, Chief Flight Surgeon

**NOTE:**

The Chief of Staff, USAF, awards the Astronaut qualifier. Prepare an application according to [Attachment 2](#). Submit the application through MAJCOM channels to HQ USAF/XOOT. HQ AFMPC/DPM-ROY publishes the Aeronautical Order.

2.2.2. An individual must meet all eligibility requirements before being awarded an aeronautical rating. HQ USAF/XOOT approves exceptions to eligibility criteria.

2.2.3. The basic rating indicates an individual completed a specific course of training leading to professional qualification in primary aviation skills. It also signifies a commitment to career aviation service. Advanced ratings show an individual has attained a specific flying experience level.

**2.3. Who is Eligible.** A USAF officer who completes USAF training, or HQ USAF designated equivalent training, is eligible for an Air Force rating.

2.3.1. An Air Force officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF rating may be eligible for the equivalent USAF rating.

2.3.1.1. Former non-USAF helicopter-only pilots may be approved to perform USAF helicopter pilot duties. Before performing flying duties in USAF fixed-wing aircraft, they must complete USAF Undergraduate Pilot Training (UPT) or Fixed-Wing Qualification (FWQ) training.

2.3.1.2. Former Naval or Marine Corps flight officers who completed the basic Naval Flight Officer and Radar Intercept Officer courses and were qualified in their assigned aircraft can apply for the USAF navigator rating.

2.3.2. A USAF Medical Corps officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon rating can apply for the USAF flight surgeon rating.

2.3.3. A USAF rated officer who is qualified to perform duties in space (50 miles above the earth's surface) and completes a minimum of one operational mission is eligible for the astronaut qualifier (pilot astronaut, navigator astronaut, observer astronaut, flight surgeon astronaut). (See [Attachment 2](#)).

## **2.4. Authority to Make Awards.**

2.4.1. The Commander, Air Education and Training Command (AETC), awards the basic pilot or navigator rating to USAF officers who complete undergraduate flying training (UFT). Authority may be delegated to commanders of AETC flying training wings.

2.4.2. The senior Air Force Officer, National Aeronautics and Space Administration (NASA) awards the basic observer rating to individuals who complete initial NASA Mission Specialist training.

2.4.3. The Commander, USAF School of Aerospace Medicine (USAF SAM/CC), awards the flight surgeon rating to Medical Corps officers who complete the Aerospace Medicine Primary Course. When approved, flight surgeons who have an additional rating as a USAF pilot may hold a dual rating as a USAF pilot-physician. (See AFI 11-405.)

**2.5. Advanced Ratings.** Award advanced ratings to identify specific levels of flying experience within each rated specialty. For an advanced rating, a USAF officer must:

2.5.1. Be qualified for USAF aviation service, have an active or inactive flying status code, or be considered a rated asset in the ARC, and

2.5.2. Be on extended active duty, a member of the Air National Guard, or a member of the Air Force Reserve on participating status (participating status is assignment status category A, B, D, H, or ready reinforcement personnel section (RRPS), and

2.5.3. Meet the eligibility requirements in [Table 2.1](#).

### **NOTE:**

An officer is eligible for an advanced rating only in the most recent rating, i.e., a pilot formerly qualified as a navigator is not eligible for an advanced navigator rating. Flight surgeons who perform as pilot-physicians are eligible for advanced ratings both as flight surgeons and pilots.

**2.6. Total Rated Service, Flying Time, and Operational Flying Duty Accumulator (OFDA) for Advanced Ratings.** This applies to eligibility criteria in [Table 2.1](#).

2.6.1. Total Rated Service. Credit years served after award of rating regardless of whether the officer was assigned to an active flying position. Do not credit any time the officer was disqualified, resigned, or was relieved of his or her commission.

2.6.1.1. Officers with previous US military rated or designated service must qualify for a basic USAF rating before they can qualify for an advanced USAF rating. Once awarded a basic USAF rating, all pre-USAF military rated or designated service is creditable toward an advanced USAF rating.

2.6.1.2. For a flight surgeon designated as flight medical officer under previous editions of AFR 60-13, *Aviation Service, Aeronautical Ratings, and Badges*, compute total rated service from the date the officer is designated a flight medical officer.

**2.6.2. Flying Time and OFDA.** Military flying time logged (including student time) and OFDA (including OFDA accumulated before award of the USAF rating) is creditable toward award of an advanced rating.

2.6.2.1. Do not credit years, flying time, and OFDA accumulated in one rated specialty toward an advanced rating in another.

2.6.2.2. Do not substitute months of flying duty accrued before 1 Apr 76 for flying time for purpose of retroactive award of advanced ratings.

2.6.2.3. The USAF does not track OFDA past an officer's 18th year of aviation service. By law, do not credit OFDA months accumulated past the 18th year of aviation service toward entitlement to continuous ACIP. However, officers may continue to accumulate OFDA months to apply toward the award of an advanced rating. To earn badge-creditable months, individuals must occupy an active flying position for at least 15 days in a given month and perform OFDA-creditable flying duties which adhere to the conditional ACIP requirements in the DOD 7000.14-R, Vol 7, Part A, *DOD Military Pay and Allowances Entitlements Manual*, January 1, 1993, regardless of the current entitlement status of the individual.

**NOTE:**

Personnel who qualify for the award of the advanced rating must submit a request for award to the local Host Operations System Manager (HOSM). If the HOSM verifies the officer meets eligibility criteria, publish the appropriate AO.

2.6.2.4. Flight surgeons are not entitled to continuous ACIP and cannot accumulate OFDA. However, they may credit months of flying duty performed while occupying a RPI-5 position towards advanced flight surgeon ratings. Pilot-physicians may credit all pilot time logged to count towards advanced pilot and flight surgeon ratings.

**2.7. Publication of Aeronautical Orders for Ratings.** The servicing HOSM office that maintains an officer's individual flight records folder publishes AOs to award ratings or advanced ratings. The remarks section of each AO published must contain, the specific criteria in [Table 2.1](#), which qualifies individual for advanced rating. Example: Individual has completed at least 15 years aviation service and has 132 months OFDA...award the advanced rating of command pilot.

**2.8. Inter-Service Transfers of Rated Officers.** Before this revision, former Naval or Marine Corps flight officers who completed the basic Naval Flight Officer and Radar Intercept Officer courses and were qualified in the F-4 or similar aircraft could apply for aeronautical ratings as observers for duty only in ARC F-4 aircraft. With the advent of USAF Specialized Undergraduate Navigator Training (SUNT) this restriction is no longer appropriate. Henceforth, award officers in this category the USAF navigator rating. Individuals holding the observer rating may ask their HOSM office to publish an AO awarding the navigator rating. Cite this paragraph as the authority for the change.

2.8.1. An officer of the USAF Medical Corps who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon

rating is eligible for the USAF flight surgeon rating if approved by the USAF Surgeon General. This action does not require an Aeronautical Rating Board (ARB).

2.8.1.1. Submit an application letter through command medical channels to HQ AFMOA/SGPA, Bolling AFB DC 20332-5113. Include all records pertinent to establishing professional qualification as a USAF flight surgeon.

**2.8.1.1. (AFRC)** Submit application letter to HQ AFRC/SGP and, In Turn, to HQ AFMOA/SGOA. Include, along with the application, the following information:

**2.8.1.1.1. (Added-AFRC)** Applicant's full name, grade, and SSAN.

**2.8.1.1.2. (Added-AFRC)** Order awarding current rating.

**2.8.1.1.3. (Added-AFRC)** Copy of Flight Surgeon Course diploma.

**2.8.1.1.4. (Added-AFRC)** Certificates showing completion of courses in Aerospace Medicine.

**2.8.1.1.5. (Added-AFRC)** Copy of current physiological training.

**2.8.1.1.6. (Added-AFRC)** Medical Class II, including a current SF 88, **Report of Medical Examination**, and SF 93, **Report of Medical History**.

**2.8.1.1.7. (Added-AFRC)** Summary of military flying time.

2.8.1.2. After certifying professional qualification, HQ AFMOA/SGPA forwards the approved application to HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734, who publishes a DAF aeronautical order awarding the rating.

**2.9. Pilot-Physicians.** Flight surgeons who also perform as pilot-physicians are eligible for advanced ratings both as flight surgeons and pilots. They may apply any USAF pilot time (years of aviation service, OFDA, and flying hours) accrued before attaining flight surgeon status toward advanced pilot ratings. Time accrued after attaining pilot-physician status can be "dual- credited" toward flight surgeon and pilot advanced ratings.

**2.10. Training with Other than USAF Units.** A USAF officer (or an individual completing a commissioning program) who completed flying training conducted by another US military service and holds a military aviation designation comparable to the USAF pilot or navigator rating may apply for the basic USAF rating. Except for flight surgeons, an ARB must screen these applicants.

2.10.1. The applicant must be available for assignment to operational flying duties and meet the requirements in [Chapter 8](#).

2.10.2. HQ AFMPC/DPMROY publishes the AO awarding the basic USAF aeronautical rating and qualifying the applicant for aviation service. The AO is effective when HQ AFMPC assigns the officer to rated duty.

**2.11. Application to Appear Before an ARB.** Applicants for USAF aeronautical ratings must submit a request to the gaining commander or the designated convening authority for inter- service transfers. Use the format in [Attachment 3](#).

**2.11. (AFRC)** To avoid delays in assignment of applicants for rated duties, the appointment package and the Aeronautical Rating Board (or waiver of Aeronautical Rating Board) must be processed simultaneously through separate channels (refer to paragraph 2.14.4.), merging at HQ AFRC/DOTSF. Upon approval from HQ AFRC/DO and after HQ ARPC/CAC issues the appointment order, HQ AFRC/DOTSF directs HQ AFPC/DPAOT to publish the DAO aeronautical order.

**2.12. Reviewing ARB Applications.** The commander who has convening authority reviews an individual's request for an ARB to determine if a board should be convened. The following guidance applies:

2.12.1. Unless waived by HQ USAF/XOOT, individuals must meet the requirements in **Chapter 8**.

2.12.2. The applicant's assignment to an operational flying duty position will be within one year of the final ARB approval. If a vacancy exists and the applicant is qualified, the rating is awarded when the officer is commissioned and assigned to operational flying duties.

**NOTE:**

Before proceeding with an ARB, the gaining MAJCOM must confirm an operational flying duty position is available. Coordinate requirements with HQ AFMPC/DPMROY. (The gaining MAJCOM is HQ AETC for Officer Training School (OTS) or Reserve Officer Training Corps (ROTC) cadets. For other applicants, it is the MAJCOM of the servicing MPF.) For the purpose of this instruction, the National Guard Bureau (NGB) is a MAJCOM.

2.12.3. For qualified helicopter only pilot applicants, they:

2.12.3.1. Must have completed a course comparable to USAF UPT-H.

2.12.3.2. Must acknowledge they can only be assigned to an active flying position in helicopters. An officer must complete USAF UPT or USAF Fixed-Wing Qualification (FWQ) training before he or she can be assigned to fixed-wing flying duties.

2.12.3.3. Must be scheduled for commissioning and entry to active duty within 12 months of application if enrolled in OTS or ROTC.

2.12.3.4. Applicants must understand a USAF rating qualifies them for all flying duties required of USAF rated officers of comparable experience.

2.12.3.5. An applicant who has been disenrolled or eliminated from Undergraduate Flying Training (UFT) is not eligible to appear before an ARB or request waiver of ARB.

**2.13. ARB Procedures:**

2.13.1. The MAJCOM commander or MAJCOM-designated subordinate unit commander appoints and convenes an ARB. (Cite this paragraph as authority when publishing orders appointing and convening the board.) Procuring commands will arrange for necessary support when the membership and administrative support are not available to a local commander.

**2.13.1. (AFRC)** The Wing, Operations Group Commander, or equivalent may authorize an ARB to be convened.

2.13.2. Conduct and process the board according to procedures for an FEB.

2.13.3. Board members must be rated officers currently assigned to active flying duty and must include at least one officer familiar with the rated duties in question. A board considering qualification of an applicant to be assigned to non-extended active duty (non-EAD) components is composed of non-EAD officers.

2.13.4. The ARB examines flying training, experience, and qualifications to determine if the applicant has rated potential comparable to a USAF rated officer.

2.13.5. Mandatory exhibits are all documents required by [Attachment 3](#). The board president may request additional documentation from the applicant.

2.13.6. The board must consider: the applicant's age and grade, flying training and operational experience, currency of flying experience, the availability of required upgrade or requalification training, the applicant's entire flying history to include specific reference to any aircraft accident, projected flying assignments, and rated potential. The verbatim transcript must provide clear, logical support for the findings and recommendation.

2.13.7. The board advises the applicant it does the inquiring, fact finding, and makes a recommendation. Then, intermediate commanders review the report and forward their recommendations to the MAJCOM for a final determination.

2.13.8. The ARB will limit its recommendation to whether or not to award the USAF rating.

2.13.9. Forward the report of board proceedings through the convening authority and intermediate commanders to the MAJCOM/DO for final action. Intermediate commanders indicate concurrence or nonconcurrence with the board's recommendation.

**2.13.9. (AFRC)** OG/CCs forward a copy of the completed package through channels to numbered air force (NAF)/DOs (a courtesy copy must also be sent to HQ AFRC/DOTS) within 10 working days of board adjournment. NAF/DOs forward endorsement to HQ AFRC/DOTS within 10 working days of receipt. Ensure commissioning packages are forwarded to HQ AFRC/DPMB (the commissioning packages do not need to be routed through the NAF).

2.13.10. Dispose of the report of proceedings according to AFR 4-20, Vol 2, *Disposition of Air Force Records - Records Disposition Schedule*.

**2.14. ARB Waivers.** If an applicant can document he/she has completed training equivalent to USAF UFT and he or she meets the requirements of paragraph [2.10.1](#) and [Chapter 8](#), then he/she may request an ARB waiver. Officers must have been in a military aviation status within five years of the request. If the applicant and subordinate commanders do not provide sufficient information or do not include required exhibits, deny the request for waiver and return the application. Process ARB waivers as follows:

**2.14. (AFRC)** Prepare packages according to attachment 3 of AFI 11-402, original plus three copies. Address and forward the original to HQ AFRC/DOT for MAJCOM DO final approval. Forward first copy to the commander of the unit hiring the individual. Forward second copy to NAF for concurrence or nonconcurrence. Unit must maintain a copy of the entire package. The individual must keep one copy. To ensure processing time for the package is not delayed, NAFs forward only the endorsements to HQ AFRC/DOTS within 10 working days of receipt. Incomplete packages will be returned to the originating unit.



2.14.1. The applicant submits a request for waiver of ARB to the commander authorized to convene the board ([Attachment 3](#)).

2.14.2. The commander appoints a USAF rated officer to review the request. The reviewing officer should be in the same rated specialty and be senior in rank to the applicant.

2.14.3. The reviewing officer reviews the application and interviews applicant using guidelines in [2.12](#). Following the interview, the reviewing officer provides a written synopsis of applicant's qualifications and makes a recommendation to the convening authority on granting the rating. The convening authority adds his or her recommendation and forwards the request through channels to the MAJCOM/DO for approval.

**Table 2.1. Mandatory Requirements for Award of Aeronautical Ratings.**

LINE	A	B	C	D	E	F
	Rating (Note 1)	Rated Service or Formal Training (Note 2)	Military Flying Time (Note 3)	OFDA (Notes 4 & 5)	Application Required	Other Requirements and Remarks (Note 6)
1	Command Pilot	At least 15 years rated service as pilot and	At least 3000 total pilot hours or		No	Qualified for aviation service (active or inactive flying status code) or considered a rated asset in ARC, and medically qualified Flying Class II.
2			2300 hours (any combination of primary, instructor, and/or evaluator time)			
3			or	132 Months		
4	Senior Pilot	At least 7 years rated service as a pilot and	At least 2000 total pilot hours or			



5			1300 hours (any combination of primary, instructor, and/or evaluator time)			
6			or	72 Months		
7	Pilot	Graduate of USAF pilot training program	None			Qualified for aviation service (active Flying Status Code) and medically qualified Flying Class II
8		Graduate of pilot training program conducted by another US service when attendance directed by USAF				
9		Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course	400 hours primary time preferred		Yes	Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJCOM
10		Graduate of helicopter training conducted by another US military service	At least 400 hours primary time in rotary wing aircraft and instrument qualified			

11	Master Navigator	At least 15 years rated service as a navigator	At least 3000 total hours as a navigator or navigator/ observer		No	Qualified for aviation service (active or inactive Flying Status Code) or considered a rated asset in the ARC and medically qualified Flying Class II (See Note 7)
12			2300 hours (any combination of primary, instructor, and/or evaluator time as a navigator or navigator/ observer )			
13			or	132 Months		
14	Senior Navigator	At least 7 years rated service as a navigator and	At least 2000 total hours as navigator or observer or			
15			1300 hours (any combination of primary, instructor, and/or evaluator time as navigator/ observer)			
16			or	72 Months		
17	Navigator	Graduate of USAF UNT/ SUNT Program	None	None		

18		Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course)	At least 400 navigator hours, primary time preferred	None	Yes	Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJ-COM
19	Master Observer	At least 15 years rated service as an observer	At least 3000 total hours or		No	Qualified for aviation service (active or inactive Flying Status Code) or considered a rated asset in the ARC, and medically qualified Flying Class II
20			1300 hours (any combination of primary, instructor, and/or evaluator time)			
21			or	132 Months		
22	Senior Observer	At least 7 years rated service as an Observer	At least 2000 total hours or			
23			1300 hours (any combination of primary, instructor, and/or evaluator time)			
24			or	72 Months		
25	Observer	Graduate of NASA Mission Specialist training	None			

26	Chief Flight Surgeon	At least 15 years rated service as a flight surgeon and must hold the rating of Senior Flight Surgeon	At least 750 total hours logged as a flight surgeon and	36 Months operational flying duty as a flight surgeon or Pilot-Physician	Yes	Qualified for aviation service (active or inactive Flying Status Code) or considered a rated asset in the ARC and medically qualified Flying Class II
27	Senior Flight Surgeon	At least 7 years total rated service as flight surgeon and satisfactorily completed the professional examination directed by AFMOA	At least 350 total hours logged as a flight surgeon and	36 months operational flying duty as a flight surgeon or pilot-physician	Yes	Qualified for aviation service (active or inactive Flying Status Code) or considered a rated asset in the ARC and medically qualified Flying Class II
28	Flight Surgeon	USAF officer graduate of the Aerospace Medicine Primary Course and awarded AFSC 48AX	None	None	Yes	Qualified for aviation service and medically qualified Flying Class II
29		Graduate of like training conducted by another US military service and holds a designation comparable to USAF flight surgeon	None	None	Yes	Qualified by the USAF Surgeon General and medically qualified Flying Class II

**NOTES:**

1. Only USAF commissioned officer may receive USAF ratings.

2. Compute years of rated service from the date the officer received their basic USAF rating.
3. Time logged in the specific aeronautical specialty only and student time logged in training leading to award of the basic rating. For example, navigator or student navigator time does not count for advanced pilot ratings.
4. Operational Flying Duty Accumulator (OFDA) credited after date of entry into training leading to the basic rating. For example, OFDA credited as a navigator is not creditable toward advanced pilot ratings.
5. Individuals may earn months of badge creditable flying duty after their 18th year of aviation service as long as they occupy an active flying position (RPI-1, 2, 5, 6, 7, and 8). Officers in continuous or conditional ACIP status must adhere to the DOD Pay and Allowances Entitlements Manual monthly flight requirement in order to credit a month of flying.
6. When an Air Force member qualifies for the Astronaut qualifier, they may wear the rated badge they are eligible for, with the Astronaut Qualifier symbol superimposed upon it. Astronaut is not a separate USAF rating.
7. Former Naval and Marine Corps flight officers who complete the basic Naval flight officer and Radar Intercept Officer courses and who received the USAF Observer rating, may request award of the USAF Navigator rating.
8. When eligibility requirements for advanced flight surgeon ratings are met, the servicing HOSM forwards the request for professional certification through MAJCOM/SG to HQ AFMOA/SGP. Include the most current flight record data sheet reflecting the individual's career totals and a preliminary aeronautical order.

**2.14.3. (AFRC)** Each level of review will add an endorsement to indicate concurrence/nonconcurrency.

**2.14.4. (Added-AFRC)** Command channels for ARB matters are as follows:

**2.14.4.1. (Added-AFRC)** Squadron commander.

**2.14.4.2. (Added-AFRC)** Operations Group.

**2.14.4.3. (Added-AFRC)** Wing commander.

**2.14.4.4. (Added-AFRC)** NAF/DO.

**2.14.4.5. (Added-AFRC)** HQ AFRC/DO.

## Chapter 3

### AVIATION SERVICE OF RATED OFFICERS

**3.1. Purpose of Chapter.** This chapter establishes procedures for qualification, disqualification, and the requalification of rated officers.

**3.2. Applicable to Whom.** These procedures apply to all USAF officers who hold a current USAF aeronautical rating or who are enrolled in undergraduate pilot, navigator, or observer training.

#### **3.3. Procedures:**

3.3.1. Qualification for career aviation service depends on an individual maintaining medical fitness, continuing to develop professional skills, and demonstrating the potential for continued use as a rated asset. Continued rated service is not a right.

3.3.2. Air Force expectations are for pilots to upgrade to aircraft commander or flight lead after receiving sufficient training. There will be no career co-pilots or wingmen, unable or unwilling to upgrade.

3.3.3. Rated officers have a responsibility to maintain professional officer standards.

3.3.4. The USAF considers a rated officer available for rated duties on a world-wide basis. This includes training for combat and actual combat. Any moral or ethical compunction, or personal or self-imposed reservation or qualification, that limits world-wide availability renders an officer incompatible with aviation career status. This includes attempts to limit flying duty to specific aircraft, roles, or missions.

**3.4. Who Authorizes Aviation Service.** Authority to initiate or terminate an officer's aviation career status is vested in:

3.4.1. HQ USAF, Director of Operations (AF/XOO).

3.4.2. MAJCOM commanders or commanders of field operating agencies (FOAs) within the USAF and Air Reserve Components (ARC).

3.4.3. Commanders who have direct control over the HOSM office which maintains an assigned officer's flight records.

**3.5. Qualification for Aviation Career Incentive Pay (ACIP).** To be entitled to ACIP, an officer must be entitled to basic pay, hold a current aeronautical rating or be enrolled in training leading to an aeronautical rating, and be qualified for aviation service according to this instruction and AFI 11-401.

**3.5. (AFRC)** Reservist/AGR/ART aircrew members in active and inactive status must maintain medical qualification. For this purpose, expired flight physicals render a member unfit and suspends their entitlement to ACIP/HDIP. AFRC squadron FMOs and HOSMs must have an established process to ensure they receive AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, on all members receiving ACIP/HDIP, which shows members are medically fit and qualified for aviation service according to this instruction, AFI 11-401, *Flight Management*, and associated supplements.

**3.6. Termination of Aviation Service.** Aviation service ends when an officer's AO is no longer valid or when an officer is suspended or disqualified.

3.6.1. When a rated officer separates from active duty, his or her aviation status becomes invalid.

3.6.2. Suspension (ASC 04). Do not suspend rated officers for more than 180 days without MAJ-COM approval. Suspend a rated officer when the officer:

3.6.2.1. Is a respondent in an FEB/waiver of FEB action.

3.6.2.2. Professes fear of flying.

3.6.2.3. Is under investigation for drug abuse.

3.6.2.4. Is being processed for involuntary discharge.

3.6.2.5. Is the subject of a criminal charge under the UCMJ.

3.6.2.6. Is the subject of a criminal charge under a civilian penal code if the charge alleges an offense which is essentially the same as an offense under the UCMJ for which the maximum authorized punishment in a court-martial would exceed six months hard labor.

3.6.2.7. Is being processed for personnel reliability program (PRP) decertification.

3.6.2.8. Attempts to self-initiate elimination (SIE) from a formal flying training course.

3.6.2.9. Fails to maintain medical certification or aircrew ground and flying requirements due to factors within his or her control.

**NOTE:**

Medical certification applies to an officer's responsibility to accomplish physical examinations before certification expiration. Do not confuse this with a determination of medical fitness.

3.6.2.10. Requests voluntary disqualification.

3.6.2.11. The officer's immediate or higher-level commander administratively finds that the officer committed an offense(s) for which the maximum authorized punishment in a court-martial would exceed six months confinement at hard labor, whether or not there is court-martial jurisdiction.

3.6.3. Disqualify officers who are no longer medically or professionally qualified to perform aviation service.

**3.7. Disqualification for Aviation Service.**

3.7.1. Permanent Disqualification Actions. Disqualification for aviation service is permanent if it results from Flying Evaluation Board (FEB) action, a request for voluntary disqualification, fear of flying, transfer to other than the line of the Air Force (except pilot-physician), substantiated drug abuse, failure to maintain professional standards, or other HQ USAF action that indicates permanent disqualification..

3.7.1.1. Flying Evaluation Board Actions.

3.7.1.1.1. Suspend an officer's aviation career status until the FEB action is complete.

**3.7.1.1.1. (AFRC)** A copy of the suspension aeronautical (AO) order must be included in the AO section of the FEB package.

3.7.1.1.2. Do not allow officers to perform flying duties if they are a respondent in an FEB/waiver of FEB action.

3.7.1.1.3. If an officer is disqualified as the result of an FEB, HQ AFMPC/DPMROY will publish the AO assigning ASC 05 (Disqualified--Flying Evaluation Board).

3.7.1.1.4. Do not reassign an officer PCS or allow the officer to complete a PCS move until FEB action is complete. If the officer is in a TDY status, AFI 36-2110 applies.

3.7.1.2. A rated officer may request voluntary disqualification for aviation service ([Attachment 4](#)). Approve such requests only when approval is in the best interest of the Air Force, i.e. when an officer possesses a special skill or qualification and the Air Force needs the officer to perform in this nonrated capacity. The MAJCOM/DO (or equivalent) reviews the request and makes the final decision. (**NOTE:** For non-EAD officers, the Vice Commander of the Air Force Reserve (HQ AFRES/CV) or the Director of the Air National Guard (NGB/CF), as appropriate, are approval authorities.)

3.7.1.2.1. Do not use a voluntary request for disqualification as a basis for other administrative or disciplinary action.

3.7.1.2.2. Members in UFT who develop fears toward flying have ample opportunity during training to evaluate these fears and self-eliminate from training without prejudice.

3.7.1.3. Fear of Flying. If a rated officer professes a fear of flying, the officer's commander advises the officer that profession of a fear of flying by a rated officer is professional dereliction. Fear of flying is not limited to an expression of a general fear of flying. It includes attempts to categorize fear of flying by theater of operations, aircraft mission, or type of aircraft. The commander counsels the officer about AFI 36-3206 (for ANG officers, ANGR 36-014). If the commander suspects a violation of the UCMJ and intends to question the officer concerning the suspected violation, advise the officer about Article 31, UCMJ. After counseling, direct the officer to report to the legal office for further counseling. A legal officer advises the officer of the consequences of professed fear of flying. After legal counseling, offer the officer an opportunity to withdraw the fear of flying statement. Verify withdrawal of a fear of flying statement in writing.

3.7.1.3.1. If the officer withdraws a fear of flying statement, order the officer to resume flying duties or take other appropriate action. If the officer declines to withdraw a fear of flying statement, assign ASC 04 (Suspended--disqualification action pending) and refer the officer for medical examination. The flight surgeon determines if an incapacitating physical or psychiatric condition exists (AFMAN 48-123, *Medical Examination and Standards*). Medical personnel at the lowest echelon possible determine medical fitness for flying and submit a report to the officer's commander.

3.7.1.3.2. If the officer is medically unfit according to AFMAN 48-123, the flight surgeon provides a statement commenting on duration, treatment, and relationship between the disorder and the professed fear of flying. If the medical condition is directly related to the fear of flying statement, revoke the suspension and initiate action to medically disqualify the officer.



3.7.1.3.3. If the officer is medically fit, suspension remains in effect. Forward the case with all supporting evidence for discharge action under AFI 36-3206. At the same time, forward a copy of the suspension AO through command channels to HQ AFMPC/DPMROY. HQ AFMPC/DPMROY publishes an AO imposing permanent disqualification for aviation service and assigns ASC 01 (Disqualified--fear of flying). The disqualification AO will prohibit the officer from wearing the aviation badge.

3.7.1.4. Transfer to Other Than Line of the Air Force. Disqualify a rated officer for aviation service if the officer transfers to other than line of the Air Force, is accepted for legal education under the USAF program outlined in AFI 51-101, or is accepted for a USAF-sponsored education program resulting in a transfer to other than line of the Air Force.

3.7.1.4.1. When applying for a commission change, legal, or medical education programs, include a voluntary request for disqualification for aviation service according to [Attachment 4](#). If the application is approved, procuring agencies forward the request to HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734. Include the commission change date and class start date. HQ AFMPC/DPMROY publishes an AO imposing disqualification effective on the date of commission change or class starting date, which ever occurs first, and assigns ASC 08 (Disqualified--voluntary request). Disqualification under this subparagraph is permanent except as noted below.

3.7.1.4.2. A rated officer who transfers to the Medical Corps may later complete training and requalify for aviation service as a flight surgeon. The officer remains disqualified for aviation service in previously awarded ratings unless approved to perform as a pilot-physician.

3.7.1.4.3. A rated officer who fails to complete legal education may request requalification for aviation service.

3.7.1.5. Substantiated Drug Abuse. If under investigation for drug abuse, assign the officer ASC 04 (Suspended--disqualification action pending).

**3.7.1.5. (AFRC)** A commander immediately notifies the HOSM upon initiation of investigation. The HOSM notifies the base SG. The base SG must then notify HQ AFRC/DO/SG by priority message within 3 workdays after notification from the commander, with an information copy to the NAF/DO. Message will be "FOR OFFICIAL USE ONLY," and must include: grade, name, SSAN, AFSC, unit of assignment, and nature of incident.

3.7.1.5.1. If the investigation does not substantiate drug abuse, publish an AO revoking the suspension order and restoring the aviation service code and the previous effective date.

3.7.1.5.2. If the commander substantiates drug abuse, the HOSM office forwards substantiating documentation (commander's letter of confirmation and AF Form 2731, **Substance Abuse Reorientation and Treatment Program Disposition**) and a copy of the suspension AO to the individual's MAJCOM and to HQ AFMPC/DPMROY. HQ AFMPC/DPMROY publishes a DAF AO revoking suspension and assigns ASC 00. This AO should have the same effective date as the original AO which suspended the individual. AFMPC/DPMROY will then place all documentation into the individual's master personnel record.

3.7.1.6. Failure To Maintain Professional Standards. Assign ASC 04 (Suspended--disqualification action pending) when suspending an officer for any of the reasons in paragraph [3.6.2](#). Under these circumstances, do not initiate any other aviation service action until completing the adminis-

trative or disciplinary action. After completing these proceedings, the commander makes an assessment of the officer's potential for continued rated service.

3.7.1.6.1. If the officer is suitable for continued rated service, revoke ASC 04 and restore the previous aviation service code and effective date.

3.7.1.6.2. If the officer is unavailable or unsuitable for continued rated duties, the commander recommends disqualification and notifies the officer in writing. Forward the recommendation, substantiating documentation, and a copy of the suspension AO through command channels to the MAJCOM/DO. If the MAJCOM approves disqualification, forward the entire case file to HQ AFMPC/DPMROY. HQ AFMPC/DPMROY publishes a DAF AO revoking suspension and assigning ASC 00 (Disqualification -- administrative reasons) and ensures all documentation is included in the officer's Master Personnel Records.

3.7.2. Nonpermanent Disqualification Actions. If disqualified for reasons other than those in paragraph 3.7.1., the officer may be requalified. The officer must show the impediment to rated service no longer exists.

**3.7.2.1. Failure To Maintain Medical Fitness.** If officer is medically unfit for flying, disqualify the officer effective the first day following a period of 365 days that commences on the date of incapacitation, or on the date the flight surgeon's office (FSO) determines the medical incapacitation to be permanent, whichever is earlier.

3.7.2.1.1. When an officer is medically unfit, a flight surgeon completes the AF Form 1042, **Medical Recommendation for Flying Duty or Special Operational Duty**, and forwards it to the flying unit of assignment and HOSM office which maintains the officer's flight record folder. Provide a copy of the AF Form 1042 to the officer's commander.

3.7.2.1.2. If a flight surgeon is unable to determine the period of incapacitation, the HOSM office suspends the AF Form 1042 to ensure they publish an AO effective the first day following a 365-day period beginning on the date the officer was medically incapacitated. The HOSM office publishes an AO awarding ASC 03 (Disqualified-medical disqualification) if the medical problem has not been resolved.

3.7.2.1.3. If the flight surgeon determines the incapacitation will not be resolved within 365 days, he or she will indicate this on the AF Form 1042 and advise the HOSM office. The HOSM office will automatically publish an AO assigning ASC 03 effective the date indicated on the AF Form 1042 that the FSO determines the medical incapacitation to be permanent.

3.7.2.1.4. Due to the frequency of medical actions affecting aviation service, the FSO and HOSM office must ensure timely exchange of information between the offices. The FSO will notify the HOSM office as soon as possible after the flight surgeon determines the disqualification effective date.

**3.7.2.1.4. (AFRC)** Active duty flight surgeon office and reserve medical units must ensure timely exchange of medical information with the squadron FMO and wing HOSM offices. Crewmembers must immediately inform their supporting reserve medical unit and squadron FMO when they visit a civilian health care provider. The squadron FMO will immediately notify their supporting reserve medical unit when informed of a crewmember's visit to a civilian health care provider. The supporting reserve medical unit will notify the squadron FMO

and wing HOSM when there is a change in a crewmember's medical status which affects his or her qualifications for aircrew duties.

3.7.2.1.5. Refer to paragraph [3.8](#) for removal of medical disqualification and requalification for aviation service.

3.7.2.2. Failure To Maintain Medical Certification. If a rated officer's medical certification expires, assume the officer has lost medical fitness. Therefore, publish an AO suspending the officer effective the day after the medical certification (flight physical) expires. If the officer made a reasonable attempt to maintain medical certification, or the certification expired due to reasons beyond the officer's control, there is no need to suspend. For example, if an examination is incomplete due to administrative delays, there is no need to suspend the officer if he or she is otherwise medically qualified. In cases where expiration is beyond an officer's control, the appropriate waiver authority may extend medical certification to cover administrative processing. The FSO must inform the HOSM office, via AF Form 1042, if an officer should remain medically qualified even though his or her medical certification may expire. Without FSO notification, the HOSM must publish an AO assigning ASC 04.

3.7.2.3. If an officer, through factors within his or her control, does not complete a required physical examination or medical recertification within 180 days following the date of suspension, the nearest convening authority will direct the officer to appear before an FEB in accordance with paragraph [4.3.5](#).

3.7.2.4. If the flight surgeon later determines an officer is medically incapacitated for flying duty and will not return to flying by the first day following a period of 365 days beginning on the date of suspension, the FSO advises the HOSM office. The HOSM office publishes an AO assigning ASC 03 effective the date of the suspension.

3.7.2.5. See paragraph [3.8](#) for requalification.

3.7.2.6. Disenrollment From USAF Survival School. If an officer fails to meet training standards while enrolled in a USAF survival school, the survival school commander will direct the officer to meet a training review board. (This does not apply to cases where an officer is administratively withdrawn from training due to higher headquarters requirements or if the officer is medically disqualified.) If the training review board determines the officer should be disenrolled, the survival school commander will administratively disqualify the officer and direct the HOSM office to:

3.7.2.6.1. Advise the officer's MAJCOM when the training review board begins and ends.

3.7.2.6.2. Publish an AO assigning ASC 00, effective the date disenrollment is approved by the training review board.

3.7.2.6.3. Inform HQ AFMPC/DPMROY of the action to include a copy of the appropriate AO. (See paragraph [3.8](#) for requalification.)

3.7.2.7. Conscientious Objector or Noncombatant Status. Commanders will disqualify officers who submit requests under AFI 36-3204 and have the HOSM office publish an AO assigning ASC 00. Notify the officer's MAJCOM and HQ AFMPC/DPMROY by letter and include a copy of the AO.

3.7.2.8. Personnel Reliability Program (PRP) Decertification. When a commander PRP decertifies a rated officer for nonmedical, nondrug abuse-related reasons, and determines action under

paragraph 3.7. is not appropriate, the commander must determine whether the officer should continue in non-PRP rated duties. If PRP decertified for medical reasons, including alcoholism or drug abuse, paragraph 3.7.1.5. and/or paragraph 3.7.1.6. apply. Otherwise:

3.7.2.8.1. When imposing PRP decertification, suspend the officer by directing the HOSM office to publish an AO assigning ASC 04. Use Attachment 5 as a guideline for notification that the commander will be determining the officer's future use as a rated asset.

3.7.2.8.2. Once notified, the officer has 14 days to submit documents in his or her behalf.

3.7.2.8.3. Using the information that formed the basis for decertification, along with any other information and the officer's response, the commander determines whether the officer should be disqualified or remain qualified for aviation service in non-PRP rated duty.

3.7.2.8.3.1. If the commander determines the officer should remain qualified in non-PRP duties, have the HOSM office revoke ASC 04 and start action to return the officer to flying duties. Inform the MAJCOM through command channels.

3.7.2.8.3.2. If the commander determines the officer should be disqualified, forward that recommendation through channels to the MAJCOM for a final decision. Each command level reviews the case, provides comments, and makes a recommendation to the next higher level. If the MAJCOM determines the officer should remain qualified, revoke ASC 04. If the MAJCOM concurs with the disqualification recommendation, forward all documentation and a copy of the suspension AO to HQ AFMPC/DPMROY, who will publish a DAF AO assigning ASC 00 effective the date of the original suspension.

3.7.3. Returning to Active Duty In a Nonrated Capacity. Rated officers who volunteer to return to active duty as nonrated officers are not entitled to ACIP. This applies to officers returning from separation status or to those transferring from the ARC. HQ AFMPC/DPMROY will publish a DAF AO assigning ASC 00 effective the day the officer is assigned to active duty. These officers may be requalified at a later date.

**3.8. Aviation Service Requalification.** Rated officers may request to be requalified for aviation service by submitting a letter in accordance with Attachment 6. If an officer has been disqualified, for other than medical reasons, for more than five years, he or she must appear before an FEB. The officer must show the impediment which caused disqualification no longer exists. There is no USAF obligation to requalify officers for aviation service. Base approval on needs of the Air Force. Make a copy of all requalification correspondence a permanent part of the officer's Master Personnel Record.

3.8.1. Medical Disqualification (paragraph 3.7.2.1.). When an officer is disqualified for medical reasons and later medically certified for flying duty, the following apply:

3.8.1.1. If the incapacitation is less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. On receipt of AF Form 1042, the HOSM office publishes an AO effective the date of the AF Form 1042.

3.8.1.2. If the medical disqualification is more than one year, but less than five years, HQ AFMOA/SGPA must certify the officer is medically acceptable for flying duty. After HQ AFMOA/SGPA approves medical qualification, the local medical authority forwards recertification documentation to the officer's HOSM office. The HOSM office publishes an AO effective the date of HQ AFMOA/SGPA approval.

3.8.1.3. If the medical disqualification has been for five or more years, HQ AFMOA/SGPA must certify medical acceptability for flying duty. After HQ AFMOA/SGPA approves the medical certification, the officer submits an application for requalification. Forward the application and medical certification to HQ AFMPC/DPMROY for approval. If approved, HQ AFMPC/DPMROY will publish the AO effective the date the officer is assigned to rated duty.

**NOTE:**

An officer who has been medically disqualified as a rated officer but can medically qualify as a nonrated officer aircrew member, may request requalification for aviation service. The request must specify requalification is to perform as a nonrated officer aircrew member.

3.8.2. Failure To Maintain Medical Certification (paragraph [3.7.2.2.](#)). An officer suspended for lack of medical certification must accomplish the physical examination as soon as possible.

3.8.2.1. If an officer is recertified before the first day following a period of 180 days that commences with the loss of medical certification, assume the officer was physically qualified from the original date of suspension. The HOSM office publishes an AO revoking the suspension and restoring the ASC and effective date previously held. If recertification occurs after the first day following a period of 180 days following loss of medical certification, flying pay is lost from the 180-day point until the date of the recertifying AF Form 1042.

3.8.2.2. If not physically qualified, the provisions of paragraph [3.7.2.1.2.](#) apply.

3.8.3. Disenrollment From USAF Survival School (paragraph [3.7.2.6.](#)). If disqualified for aviation service as a result of a training review board, requalify the officer for aviation service only after he or she successfully completes USAF survival training. The officer's HOSM office publishes the requalification AO. Forward a copy of the AO to HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734.

3.8.4. Conscientious Objector Status or Noncombatant Status (paragraph [3.7.2.7.](#)). If a request under AFI 36-3204 is denied or withdrawn, the officer may apply for requalification. Forward the request through channels to the MAJCOM. If approved, forward the package to HQ AFMPC/DPMROY who publishes the AO requalifying the officer.

3.8.5. PRP Decertification (paragraph [3.7.2.8.](#)). For an officer PRP decertified for medical reasons, the USAF may requalify the officer for aviation service when the appropriate medical authorities determine the medical problem is resolved. Remove the PRP decertification before the officer returns to PRP duties IAW AFI 36-2104. When the cause for disqualification is other than medical, forward the requalification request through channels to HQ AFMPC/DPMROY for approval. If approved, HQ AFMPC/DPMROY will furnish the requalifying AO effective the date the officer is assigned to rated duties.

3.8.6. Pilot-Physician Status. A flight surgeon who possesses an additional rating of USAF pilot may be authorized pilot-physician status and requalify for aviation service as a pilot. The officer submits a request for approval through MAJCOM medical channels to HQ AFMOA/SGPA, Bolling AFB DC 20332-5113. HQ AFMOA/SGPA submits a request for final approval through AF/SG to AF/XO. If approved, HQ USAF/DPMROY publishes the AO effective when the officer reports for rated duty as a pilot-physician.

3.8.7. Failure To Transfer to Other Than the Line of the Air Force (paragraph [3.7.1.4.](#)). An officer who was voluntarily disqualified for aviation service under paragraph [3.7.1.4.](#) may be requalified if



he or she fails to complete the education program. Request requalification according to [Attachment 6](#). Forward the request through command channels to HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734. If approved, HQ AFMPC/DPMROY publishes the AO effective when the officer reports to rated duty.

3.8.8. Returning to Active Duty In a Nonrated Capacity. Rated officers who return to active duty as nonrated officers may request requalification for aviation service. Approve requalification only if a rated position exists and the officer is available to fill the vacancy. Forward requests through MAJ-COM channels to HQ AFMPC/DPMROY for final decision. If approved, HQ AFMPC/DPMROY will publish a DAF AO requalifying the officer effective the date the officer is assigned to rated duty.

**3.9. Aviation Service Termination or Disqualification For Officers Enrolled in Undergraduate Flying Training (UFT).** Officers enrolled in UFT are in conditional aviation career status. Entry into aviation career status is voided if disenrolled from UFT.

3.9.1. If training is terminated, the HOSM office publishes an AO which references withdrawal and disenrollment from the specific course, cites the authority for disenrollment, and assigns ASC 06 (Disqualified-flying requirement terminated). Officers whose training is terminated may be considered for entry into another flying training course.

3.9.2. If disqualified for aviation service under the provisions of paragraph [3.7.1](#) or paragraph [3.7.2](#) (except medical), revoke the effective AO and assign the appropriate ASC effective the date of suspension. Officers disqualified in this manner may not enter another flying training course.

3.9.3. If medically disqualified, publish a new AO effective the first day following a period of 180 days that commences on the date of incapacitation or the date of disenrollment, whichever occurs first.

3.9.4. Rated officers disenrolled from UFT usually remain qualified for aviation service in their former rated specialty. The HOSM office publishes a new AO referencing withdrawal, disenrollment, and requalification in the officer's former rated specialty.

**3.10. Aviation Service for Rated Officers in the Air Reserve Component (ARC).**

3.10.1. Inactive Aviation Service Status. When a rated officer is released from active duty, the officer enters inactive aviation service status, AOs become invalid, and entitlement to ACIP ceases. The HOSM office publishes an AO assigning flying status code (FSC P--Inactive-separated) effective the day following separation. Inactive status does not require withdrawal of rated AFSCs.

**NOTE:**

Before June 1981, some officers were administratively disqualified due to "flying duties no longer required," and assigned ASC 00. Officers who later apply for rated duties in the ARC or who are recalled to active duty must have their AOs revalidated or be requalified for aviation service (if disqualified and placed in ASC 00). If ARC officers return to inactive status after participating in rated duties, repeat this process before they return to active rated duties.

**3.10.1. (AFRC)** Also applies to reserve officers after completing an active duty tour.

3.10.2. Revalidation or Requalification Process. The difference between revalidation and requalification actions is administrative. For example, an officer who was issued a disqualification order and placed in ASC 00 must be requalified for aviation service. Conversely, an officer who was not issued a

disqualification AO after separation must have his or her AOs revalidated. The process is the same in either case and involves application in accordance with **Attachment 7**, medical and professional qualification, and assignment to a rated duty position. The following conditions apply:

3.10.2.1. If an officer's aviation service status has been inactive (FSC P) for five years or less, have NGB, AFRES, or the Air Reserve Personnel Center (ARPC), as appropriate, approve revalidation or requalification. However, individuals who apply for ARC positions within 30 days of separation do not need to submit a revalidation request. If being recalled to active duty, the gaining MAJCOM approves the request. After reviewing the officer's personnel and flying records, he or she forwards the request and a recommendation through MAJCOM channels. Each review level makes a recommendation before forwarding the request to the next higher level. If approved, the HOSM office (or unit commander for Category A personnel) publishes an AO revalidating or requalifying the officer for aviation service effective the date of return to rated duty.

**3.10.2.1. (AFRC)** Completion of a revalidation package is not required for any active duty Air Force aircrew member who applies for a reserve flying position prior to separation or within 30 days after separation. After the individual has completed an AF Form 1288, **Application for Ready Reserve Assignment**, and has been assigned to a rated position, Aeronautical Orders are published with the effective date the same as the date of assignment.

**3.10.2.1.1. (Added-AFRC)** Flying units process requests for revalidation/requalification locally for an officer whose aviation service has been inactive for 5 years or less. This also applies to flight surgeons (Flight Surgeons must be able to be credentialed as a Flight Surgeon according to AFI 44-119, *Medical Service Clinical Quality Management*). The Operations Group (OG)/CC will be the final approval authority. For non-located groups, the OG/CC has final approval authority.

**3.10.2.1.2. (Added-AFRC)** A copy of the final approval authority letter will be permanently maintained on file by the HOSM (active or reserve) in the individual's flight record folder.

**3.10.2.1.3. (Added-AFRC)** After completion of the local revalidation/ requalification, the HOSM office notifies the local Career Enhancement Branch by letter that the individual's request for revalidation or requalification and return to aviation service has been approved. This letter must be included in the individual's **Application for Ready Reserve Assignment** (AF Form 1288) package and a copy of the letter must be forwarded to HQ AFRC/DOTSF within 5 duty days. This letter satisfies eligibility requirements outlined in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*, paragraph 2.7.2. Aeronautical orders will be published to indicate the individual has been assigned a rated position effective on the date of commissioning and assignment to a rated UMD manning position. Flight surgeons may be assigned pending revalidation and medical qualification.

3.10.2.2. If an officer's aviation service status has been inactive (FSC P) for more than five years, approve revalidation or requalification via FEB action. (**EXCEPTION:** For flight surgeons, HQ AFMOA/SGPA revalidates the AO.) If approved, forward the documentation to HQ AFMPC/ DPMROY who publishes the appropriate DAF AO.

**3.10.2.2. (AFRC)** FEB waivers do not apply to rated officers applying for aviation service revalidation or requalification.

3.10.2.3. Only CSAF can approve revalidation of an AO pertaining to a retired officer recalled to active duty. This does not apply to members in temporary disability retirement status.

3.10.3. Rated Positions in the Air Reserve Components. A Reserve officer may be requalified for aviation service or have AOs revalidated only if the officer is to be assigned to non-EAD rated duties in the Air National Guard or USAF Reserve (Category A or B assignment status).

**3.10.4. (Added-AFRC)** Reserve officers entering rated non-flying positions (RPI 3 or 4) are not required to have their AOs revalidated, unless they have been separated. Individual completes a request for revalidation (or requalification if the individual was issued a disqualification order and placed in ASC 00). Upon approval, personnel will establish an assignment availability code (AAC). The AAC indicates that the applicant must appear before a FEB prior to returning to active flying duties.

**3.10.4.1. (Added-AFRC)** A rated asset in the reserves is an officer who was hired into the reserves in a rated capacity. This does not include individuals who were hired into a RPI-0 position.

**3.10.4.2. (Added-AFRC)** Reserve Officers Assigned to Nonrated Duties.

If a reserve officer occupies a flying position in the reserves, and is reassigned to nonrated duties (RPI-0), the member is considered a rated asset. The officer continues to be eligible for continuous ACIP, (if the required OFDA has been met according to AFI 11-401, Table 2.7, and the individual has a current Flying Class II physical). A prior service rated officer, initially commissioned and assigned (in AFRC) to a non-flying position (RPI 0) are not considered a rated asset under the provisions of this paragraph and therefore are not entitled to ACIP unless and until the member is properly assigned to a rated position according to the provisions of this instruction; reinstating the members aviation service.

### **3.11. Miscellaneous Career Aviation Service Data.**

3.11.1. Computation of Aviation Service Date (ASD) and Officer Service Date (OSD). Only rated officers and undergraduate flying training students are assigned an ASD and OSD. An ASD is the date of entry into an aviation career. It is used to determine ACIP during the first six years of aviation service and to establish the 12 and 18 year aviation service anniversaries (gates). The OSD is used to determine ACIP for officers with more than 18 years of officer service. It establishes the termination date of continuous ACIP entitlement at the end of the 22nd or 25th year of officer service.

3.11.1.1. Criteria for Determining Aviation Service Date. Officers enrolled in UFT (UPT, UPT-H, SUNT, or NASA Mission Specialist Training) enter an aviation career on the class starting date in the program flying training (PFT) document. Medical officers enter an aviation career on the date of graduation from the Aerospace Medicine Primary Course (Course 5BY9351) or equivalent training.

#### **NOTE:**

Medical students who attend this course before appointment as medical officers enter an aviation career on award of the flight surgeon aeronautical rating. Rated officers recalled to active duty and those transferred in a rated capacity to the USAF from other services are considered to have started an aviation career on entry into training that resulted in award of their initial aeronautical rating or designation. The following criteria apply:

3.11.1.1.1. Only initial training provided by the US Armed Forces is creditable in establishing ASD. For example, international officers transferred to the US Air Force, even if originally



trained by the US Air Force, are assigned an ASD corresponding to the date the USAF rating is awarded by aeronautical rating board (ARB) action.

3.11.1.1.2. For dual rated officers, the training that resulted in the first aeronautical rating establishes ASD.

3.11.1.1.3. Officer preflight training is not creditable in establishing ASD. For officers who receive preflight training, their ASD is the UFT class entry date.

3.11.1.1.4. ASD remains unchanged for officers who are temporarily disenrolled from UFT and subsequently reenter a succeeding class to continue training toward award of a rating.

3.11.1.1.5. For officers who are permanently disenrolled from UFT, but later reenter training after an intervening period, their ASD is the reentry date backdated by the initial period of training. For example, an officer begins UFT and is assigned a 1 Jan 90 ASD. He is eliminated from training after three months in the course, and is awarded ASC 06 effective 1 Apr 90. He later qualifies for reentry into UPT (or SUNT) with a class start date of 1 Apr 91. His new ASD is 1 Jan 91.

3.11.1.1.6. The ASD for officers with previous US military rated or designated service (as a commissioned officer) is the date the individual started flying training leading to the rating or designation. For prior Army warrant officers, the ASD is the date the individual received his or her warrant officer commission or the flying training class entry date, whichever occurred last.

3.11.1.1.7. Once established, do not change an ASD. Do not adjust it by breaks in service, aviation service suspension/disqualification, or any other condition of service.

3.11.1.2. Criteria for Determining Officer Service Date. The OSD is usually the effective date of service as a warrant officer, flight officer, or by constructive service granted medical officers for basic pay purposes. An OSD includes both active and inactive service including federally recognized National Guard and Reserve service as an officer. Specific criteria for determining OSD are as follows:

3.11.1.2.1. Service as a commissioned, flight, or warrant officer commences on the date of execution of the oath of office (acceptance of appointment) in any branch or component of the US Armed Forces.

3.11.1.2.2. An OSD includes all service creditable in establishing an officer's total federal commissioned service date (TFCSD) backdated by inclusive periods of service as a warrant or flight officer (see AFI 36-2604 for computation of TFCSD).

3.11.1.2.3. For flight surgeons, OSD includes all service in paragraph 3.11.1.2. above and any constructive service granted medical officers under DOD 7000.14-R, Vol 7, Part A, paragraph 10102, for the purpose of computing basic pay.

3.11.1.2.4. OSD is equivalent to the basic pay date shown on leave and earnings statements minus any period or periods of enlisted service creditable for basic pay.

3.11.1.2.5. For enlisted members who concurrently hold a Reserve of the Air Force commission (dual status members) and who later enter on active duty in their commissioned grade, do not include the period of active enlisted service in determining OSD.

3.11.1.2.6. Once established, adjust the OSD only if a complete break in officer service occurred, i.e., if an officer resigns his or her commission.

3.11.1.3. Documentation. An officer's ASD and OSD are initially documented in an aeronautical order.

3.11.1.3.1. For UFT students, the school secretary provides the ASD to the HOSM office. The MPF provides the OSD. HQ AETC may correct in AFORMS ASDs, and OSDs improperly entered for UFT students in ASC 1U.

3.11.1.3.2. For flight surgeons, USAF SAM will determine ASD based on graduation from Course 50BY9351. HQ AFMPC/DPMDOO will provide the OSD on request from USAF SAM.

3.11.1.3.3. If known, include the ASD and OSD for recalled officers and interservice transfers in the DAF AO.

3.11.1.3.4. After AOs are published, only HQ AFMPC/DPMDOO can adjust an active duty officer's ASD and OSD. HQ ARPC/DSFI will make ASD and OSD adjustments for ARC personnel.

## Chapter 4

### THE FLYING EVALUATION BOARD

**4.1. Purpose of Chapter.** This chapter establishes procedures for convening, conducting, and processing a Flying Evaluation Board (FEB).

**4.2. Applicable to Whom.** FEBs are only for rated officers. A rated officer has an obligation to maintain certain professional standards. Accordingly, qualification for aviation service is subject to review when an officer's rated duty performance becomes suspect.

**4.2. (AFRC)** FEBs are convened for rated officers and civilians who previously held an Air Force aeronautical rating (ARC applicants) that have applied for aviation service revalidation or requalification. FEBs must be convened prior to commissioning ARC applicants unless a waiver to AFI 36-2005 has been obtained. The five-year period is based on the member's date of separation.

**4.3. When To Convene an FEB and Order an Officer Before a Board.** Convene an FEB under any of the following conditions:

**4.3. (AFRC)** The commander should work closely with squadron FMO or HOSM on all aviation service matters to ensure all administrative actions are complete for rated officers and civilians who previously held an Air Force aeronautical rating (ARC applicants).

4.3.1. Extended Aviation Service Suspension or Disqualification. A rated officer who has been disqualified for aviation service for more than five years, or whose aviation service has been invalid for more than five years, appears before an FEB for requalification or revalidation.

**EXCEPTION:** For extended medical disqualification, see paragraph 3.8.

4.3.1.1. Submit revalidation or requalification requests to the FMO and immediate commander (EAD officers, use the format in Attachment 6; non-EAD officers, [Attachment 7](#)). Forward the request with the commander's recommendation to the convening authority.

**4.3.1.1. (AFRC)** Include the reason for being out of aviation service for more than 5 years in the revalidation request.

4.3.1.2. Before approving a request, consider the officer's grade, rated experience, availability for assignment to rated duties, requalification training, retainability and needs of the Air Force. If an officer's rated potential is questionable, the convening authority should deny the request.

**NOTE:**

Coordinate active-duty rated requirements and assignment availability with HQ AFMPC/DPMROY.

**4.3.1.2. (AFRC)** Also consider why the member has been disqualified from aviation service for more than 5 years, or why their aviation service has been invalid for more than 5 years (rated officers that drop off the Inactive Ready Reserve list after the one year period, must apply for re-appointment--treated as a new hire).

4.3.2. Lack of Proficiency. Cause exists to convene an FEB when an officer shows a lack of rated proficiency. This may include a lack of knowledge of flying directives or a negligent violation of flying procedures. This does not apply to officers enrolled in formal flying training programs.

4.3.3. Failure To Meet Training Standards. Failure to meet academic or flying standards while enrolled in a USAF formal flying training course requires an examination of the officer's potential for continued aviation service. Do not remove or disenroll a rated officer from a formal flying training course without MAJCOM approval and do not administratively withdraw a rated officer from a formal flying training course when the rated officer is being eliminated for failure to meet training standards. The usual method of disenrollment is FEB action under this paragraph or FEB waiver. An FEB evaluates retention in (or removal from) training and qualification for continued aviation service.

**NOTE:**

Airsickness is not cause for medical disqualification unless there is evidence of organic or psychiatric pathology. However, rated officers may meet an FEB under failure to meet training standards if airsickness interferes with flying duties and prevents completion of training. Forward aeromedical summaries of airsickness cases through medical channels to HQ AFMOA/SGPA, Bolling AFB DC 20332-5113. Do this before convening the FEB. The officer may offer the results of any standard or experimental treatment program designed to treat airsickness as evidence. Do not use nonparticipation in an experimental program as evidence of a lack of desire to fly.

4.3.4. Lack of Judgment. Cause exists to convene an FEB when an officer shows lack of judgment in performing rated duties.

4.3.5. Aircrew Requirements, AFI 11-401. An FEB may be convened if an officer fails to meet ground or flying training requirements or annual physical examination requirements prescribed in AFI 11-401.

4.3.6. Violation of Flying Regulations and Procedures. Cause exists to convene an FEB when an officer has committed an intentional violation of flying regulations or procedures.

4.3.7. Habits, Traits, Characteristics. Cause exists to convene an FEB when an officer exhibits habits, traits of character, or personality characteristics that make it undesirable to continue using the officer in flying duties. Primary examples include:

4.3.7.1. A suspected fear of flying.

4.3.7.2. Chronic airsickness without an organic or psychiatric pathology.

4.3.7.3. Attempts to limit rated service, such as self-initiated elimination from formal training courses, requests for voluntary disqualification based on a personal desire to terminate rated duty, or requests to decline a particular assignment following formal training.

4.3.7.4. Do not administratively withdraw a rated officer from a formal flying training course when the individual is being eliminated under Habits, Traits, or Characteristics.

**NOTE:**

Do not use any aviation service action as a substitute for administrative or disciplinary action. Incidents that involve fitness or punitive liability make a rated officer liable to the same actions as a nonrated officer. When an officer exhibits questionable professional qualities, consider initiating action outlined in [3.7.1.6](#). After completing action under paragraph [3.7.1.6](#), you may convene an FEB if the officer's potential for continued rated service is still in question.

**4.4. Conducting Flying Evaluation Boards.** (See Attachments 16-28.)

4.4.1. Board Action Overview. An FEB should review and discuss in a fair and impartial manner, all information relevant to an officer's rated and professional qualifications. The board receives exhibits and hears testimony in open session, witnesses are sworn and subject to cross-examination, and the respondent may be represented by counsel. An FEB is not an adversarial proceeding. The respondent may request military counsel of his/her own choosing (if available) or civilian counsel (at his/her own expense). The military counsel's commander determines availability. (Rules for determining availability of counsel for courts-martial are not applicable to request for counsel for an FEB.) Although the board adheres to a semiformal procedure, avoid informal conversation, comments off the record, and reference to extraneous matters. In closed session, board members discuss and evaluate the evidence to develop findings and recommendations. Before adjournment, findings and recommendations are announced in open session. The convening authority and subordinate MAJCOM authorities review the FEB report before the MAJCOM commander takes final action. Apply these guidelines:

**4.4.1. (AFRC)** During board proceedings in which officers/ARC applicants are seeking revalidation/revalidation, the board members examine the individuals request to return to rated duties. Specifically, board members question the individual to determine his/her experience and participation in flying duties since released from active duty, as well as availability for all present and future required training and/or aircrew duties. Board proceedings must reflect in-depth questioning of the member regarding flying experience obtained during his/her break in service, including number of hours/type aircraft flown, etc. Board members must conduct an inquiry sufficient to develop the mandatory findings of paragraph 4.4.20.4. Board proceedings, which do not reflect such information cannot be adequately evaluated and will, therefore, be returned by any reviewing headquarters for appropriate action.

4.4.1.1. Appearance of more than one respondent before a board is prohibited.

**4.4.1.1. (AFRC)** Respondents who are members of the Reserve should be placed in a military status for the duration of the board proceedings if the FEB is convened for cause. However, respondents who are receiving incapacitation pay under *Section 204(g) of 37 United States Code (reference (a))* should instead be offered invitational travel orders and not placed in a military status. This avoids the prohibition of *DoDD 1241.1* that members of the reserve receiving incapacitation pay may not attend inactive duty training periods or acquire retirement points for drills (Reference: *DoDD 1241.1, paragraph D.2.c.*).

4.4.1.2. The board does not make recommendations on disciplinary actions.

4.4.1.3. Recommendations of an FEB are advisory and not binding.

4.4.1.4. AFI 51-602, Boards of Officers does not apply.

4.4.1.5. If possible, do not include classified information in FEB proceedings.

**4.4.1.6. (Added-AFRC)** FEBs require verbatim transcripts of the board proceedings. If a court reporter is not readily available at a reserve location, contact the Command Paralegal Manager, HQ AFRC/JA, for assistance in obtaining reserve paralegal support. This support may not be available and court reporter may have to be obtained under contract. The convening authority is responsible for this support.

4.4.2. Convening Authority Designation. A flying unit commander (wing or comparable level) normally convenes an FEB. MAJCOM commanders may designate additional convening authorities if required.

4.4.3. Membership Selection. An FEB must give a fair and impartial hearing. Ensure voting members have not been directly involved in the case and are the best qualified, most senior rated officers available. If necessary, commanders may request TDY assistance to make up the FEB. (Refer to AFI 51-1001 for information on funding for TDY members or witnesses.)

4.4.3.1. Voting members must be qualified for aviation service in an active aviation service code and be senior in rank to the respondent. Three voting members constitute a quorum. Appoint one additional rated officer to act as a nonvoting recorder.

4.4.3.2. Do not appoint the convening authority as a member of the board and do not appoint a judge advocate as an assistant recorder.

4.4.3.3. Voting members should be in the same rated specialty, i.e., pilot, navigator, or observer, as the respondent. If possible, at least one voting member should have the same primary duty AFSC as the respondent. When evaluating a flight surgeon, a flight surgeon must be a voting member of the board.

4.4.3.4. A judge advocate may be appointed as a nonvoting legal advisor to advise on procedural matters and make sure the respondent receives a fair, impartial, and nonadversarial hearing.

4.4.3.5. A flight surgeon may be appointed as a nonvoting member when a medical problem may be a significant contributing factor in the case.

4.4.3.6. If an Air Reserve Component (ARC) rated officer requires an FEB during a formal flying training course with an active duty unit, the active duty wing commander convenes the FEB at the base of training. In these situations, one of the board members will be a Guard or Air Force Reserve rated officer (as appropriate) and preferably from the individual's home unit.

4.4.3.6.1. When practical, boards convened to consider non-EAD USAFR officers are composed of rated Air Reserve Technician (ART) personnel or nontechnician reservists.

4.4.3.6.2. When practical, boards convened to consider non-EAD ANG officers are composed of ANG rated officers.

4.4.4. Establishing a Convening Date. Normally, convene the board within 30 days from when the convening authority appoints the board ([Attachment 18](#)).

4.4.5. Respondent Notification and Acknowledgment. Notify the respondent in writing to appear before an FEB ([Attachment 19](#)). Notification includes why, when, and where the board will meet; witnesses to be called; rights of the respondent for representation by counsel; and the board's responsibility to arrange for the appearance of military witnesses requested by the respondent. Reference why the board has been called (paragraph [4.3.](#)) and state all allegations. The respondent must respond within 48 hours.

4.4.6. Voluntary Disqualification for Aviation Service in Lieu of FEB (VILO). After being notified of the FEB, the officer may request voluntary disqualification for aviation service in lieu of FEB. For this course of action, the respondent makes a statement to this effect when acknowledging receipt of the notification letter. The respondent then prepares a request ([Attachment 20](#)) and submits it to the commander within five workdays. On receiving the request, delay FEB action until the MAJCOM acts on the request. If disapproved, resume FEB proceedings.

**NOTE:**

Do not recommend approval of a VILO unless the supporting documentation clearly shows an FEB would recommend disqualification. Forward the VILO request and documentation, including exhibits required by paragraph 4.4.9., through normal FEB processing channels to the MAJCOM. The review process and administrative requirements are the same as for a report of FEB proceedings. Reviewing authorities at any level may disapprove the request and direct an FEB. However, the MAJCOM is the final approval authority. VILO approval permanently disqualifies an officer for aviation service. Forward the completed VILO package to HQ AFMPC/DPMROY who will publish the DAF AO removing ASC 04 and assign ASC 05.

**4.4.6. (AFRC)** HQ USAF/RE is final approval authority. (See para 4.6.8.)

4.4.7. FEB Waivers. Approve waivers only when convinced the convening and reviewing authorities recommend the officer remain qualified. If there is any doubt regarding potential for continued rated service, direct an FEB. MAJCOMs determine administrative processing and review procedures. Do not delegate approval authority below MAJCOM/DO (or equivalent).

**4.4.7. (AFRC)** Squadron commanders may initiate action to request FEB waivers if convinced the OG/CC, the appropriate wing/CC, NAF/DO, and HQ AFRC/DO, will recommend the officer remain qualified (waivers apply to FEBs convened for cause only. They do not apply in the case of revalidation or requalification of an individual's aviation service when it has been invalid more than 5 years).

**4.4.7.1. (Added-AFRC)** The decision to approve a waiver request (for reasons listed in paragraph 4.3.) or to require a FEB will be based on wing commander, NAF, and HQ AFRC review of each case. At any stage in the review process, the reviewing authority may disapprove the waiver request and direct a FEB or direct the officer to be reentered into training. Final approval authority for FEB waiver requests is HQ AFRC/DO.

4.4.8. Submitting Evidence and Exhibits-General. FEBs require evidence that accurately fixes dates, places, persons, and events. All reasonable available evidence must be examined, such as:

4.4.8.1. Sworn testimony by witnesses appearing before the board.

4.4.8.2. Depositions.

4.4.8.3. Certificates of officers and affidavits of enlisted personnel and civilians.

4.4.8.4. Original or authenticated copies of records and documents.

4.4.8.5. SF 93 , Report of Medical History and any other medical records considered appropriate.

4.4.8.6. Other writings and exhibits, such as reports of Faculty Boards. (In a rehearing, furnish the new board a copy of the prior board's report, less prejudicial material (as determined by the JAG). Include findings and recommendations.)

4.4.8.7. When using publications, instructions, or regulations as exhibits (for example, aircraft technical orders, Air Force regulations, syllabi, and the like), submit only the applicable pages with the case file. Annotate the publication or regulation number, title, date, change number (if applicable), and page number on the exhibit.

4.4.9. Mandatory Exhibits. The FEB report must include certified copies of:

4.4.9.1. SF 88, **Report of Medical Examination**; the physical must be current as outlined in AFMAN 48-123.

**4.4.9.1. (AFRC)** Also, include a current SF 93, **Report of Medical History**, completed on the same date as the SF 88, **Report of Medical Examination**.

4.4.9.2. Orders awarding aeronautical rating and aviation service code.

4.4.9.3. Any orders disqualifying the officer from aviation service or imposing restrictions on aviation service.

4.4.9.4. The respondent's current AFORMS Individual Data Summary, Individual Flight Record, and Flying History Report.

4.4.9.5. Those parts of the flight evaluation folder (FEF) documenting the officer's rated qualification history, such as AF Form 942, **Record of Evaluation**, and AF Form 8, **Certificate of Aircrew Qualification**.

4.4.9.6. Training records, to include UFT training summary.

**4.4.9.7. (Added-AFRC)** Include statement of involvement as a crewmember in any aircraft accident, military or civilian, whether or not the applicant ever met a faculty board or flying evaluation board, was ever eliminated from a formal training course, or ever submitted a voluntary request for disqualification. (Negative statements must be furnished, if applicable).

**4.4.9.8. (Added-AFRC)** Cite the applicant's occupation since separation from active duty.

4.4.10. Respondent's Responsibilities and Rights To Review Evidence. Give the respondent a chance to review all documents submitted as evidence. This may be accomplished before the board convenes. The recorder is responsible for providing all information relevant to the case.

4.4.11. Use of Evidence by the Board. FEBs are not bound by the formal rules of evidence prescribed for trials by courts-martial. However, a general observance of these rules promotes orderly procedures and increases the probability of a thorough investigation. The fact that evidence would not be admissible in a judicial proceeding does not preclude its use in an FEB.

4.4.11.1. The decision as to proof of authenticity rests with the senior board member. The board may dispense with formal proof of authenticity if it is impractical to produce a witness to identify the document. In most cases, authenticity may be established by stipulation. Copies are acceptable as exhibits if each copy has been authenticated by the recorder. (See Rule 1004, Federal Rules of Evidence.) Copies of public record are sufficiently authenticated when obtained by or for the board.

4.4.11.2. The recorder and respondent (or the respondent's counsel) may make a written or oral stipulation regarding any fact or expected testimony of a particular witness as if that witness testified at the hearing. However, the stipulation need not be accepted by the board and should not be accepted if any doubt exists as to the respondent's understanding of what is involved.

4.4.11.3. If documentary evidence provides information relative to the matters being considered and such certificates, affidavits, depositions, or stipulations are accepted as exhibits during board proceedings, it is not necessary to reestablish such points in actual testimony. However, a witness should identify any evidence the witness originated.



4.4.12. Evidence Leading to Additional Allegations. Review all facts relative to an officer's rated qualifications. If facts are made available that do not allude to the allegations in the notification letter, follow the procedure in [Attachment 24](#). If evidence indicates lack of supervision or supervisory error, explore the subject and consider it for inclusion as a board finding.

4.4.13. Calling Witnesses. Call military witnesses to appear if they are reasonably available and can present material evidence. If not reasonably available, depositions or telephonic testimony are acceptable. If using telephonic testimony, include a transcript in the report. Although civilian witnesses may appear, an FEB cannot compel their attendance. (Articles 46 and 47, UCMJ, do not apply to proceedings of FEBs.) Unless specifically authorized, the government does not reimburse a civilian witness. Commanders who exercise review authority will not participate in the review process if called as a witness during the FEB proceedings.

4.4.14. Who Will Attend FEB Sessions. During all FEB proceedings except closed sessions, a reporter or stenographer, a recorder, and the respondent with counsel are present.

4.4.14.1. Witnesses are in the board room only when presenting evidence. Keep witnesses to be heard or recalled separate from the board room.

4.4.14.2. Spectators should not be present.

4.4.15. Administering Oaths. Any member of an FEB can administer oaths; however, this duty is usually delegated to the recorder.

4.4.15.1. FEB members need not be sworn.

4.4.15.2. The reporter and each witness are sworn.

4.4.16. Challenging Board Members ([Attachment 22](#)). The respondent may challenge voting members for cause. The burden of sustaining a challenge is on the respondent, and testimony on the challenge may be taken by the board in open session.

4.4.16.1. Disputed challenges are voted on by the board in closed session with the challenged member excluded. A majority vote is required to sustain a challenge. (A tie vote disqualifies the member challenged.) The remaining members constitute the board, except additional members are detailed when the board is reduced below a quorum. Preemptory challenges are not authorized.

4.4.16.2. If it is necessary to replace a member, the hearing proceeds from that point after the opportunity to challenge the new member has been afforded the respondent. If recorded, all proceedings will be played back for the new board member. The respondent, respondent's counsel, recorder, and legal advisor have the option to be present when the tapes are played. If proceedings have been transcribed, the new board member should read the record. The new board member must certify in writing he or she has listened to or read the complete record.

4.4.17. Soliciting Testimony. The respondent may not be compelled to testify. However, the respondent, or the respondent's counsel, is allowed to cross examine all witnesses, call witnesses, and present evidence in the respondent's behalf. At any time during the proceedings, the respondent or counsel may submit a written brief covering any of the matters under investigation. Give the respondent full opportunity to answer all allegations before concluding the proceedings.

4.4.18. Profession of Fear of Flying. If a rated officer professes a fear of flying in testimony before an FEB, the board adjourns while the officer is counseled (see paragraph [3.7.1.3](#)). After counseling,

give the officer the opportunity to retract the fear of flying statement. If retracted, the board resumes and it is made a matter of record. If the officer does not retract the fear of flying statement, the board ends its proceedings and the officer is disqualified following the procedures in paragraph [3.7.1.3.1](#).

4.4.19. Reviewing Previous Rated History. Regardless of the reason for convening an FEB, the board's recommendations are based on facts including all available evidence of the officer's rated performance history, to include UFT. During proceedings, determine whether the respondent ever submitted a voluntary request for suspension or disqualification for aviation service. Determination is also made on whether the respondent previously met an FEB or Faculty Board that resulted in elimination from a course of training related to the aeronautical rating or ratings possessed.

4.4.20. Board Findings. On completion of the hearing, clear the board room except for voting board members. Any phase of the hearing may be restudied. However, any reexamination of witnesses must be done in open session.

4.4.20.1. The board should consider extenuating circumstances surrounding the case. Extenuating circumstances may indicate whether the respondent had control over the factors involved.

4.4.20.2. To resolve conflicting evidence, the board uses their professional knowledge, best judgment, and common sense. Each finding must be supported by evidence. For example, findings that state an officer cannot safely perform rated duties must include specific instances to support this conclusion. With evidence of unsafe past performance, continued unsafe performance may be reasonably inferred providing rationale for recommending disenrollment from training and permanent disqualification.

4.4.20.3. The findings include comments on each allegation or point in question. Each finding is stated separately in brief, clear language to include dates, times, places, and events.

4.4.20.4. An FEB convened to revalidate or requalify for aviation service states in its findings whether the respondent was qualified for aviation service when the individual's records were invalidated. This includes indicating if the individual:

- Holds a currently effective aeronautical rating.
- Is less than the current maximum age in grade according to AFI 36-2005.
- Is medically qualified for aviation service.
- Was qualified for aviation service when the individual's orders were invalidated.
- Is qualified and available for performance of flying duties appropriate for an officer of his or her rating, grade, and age.

4.4.20.5. The board may submit an additional finding that the officer is unsuited for duty in a particular type aircraft, role, or mission.

**4.5. Board Recommendations.** Recommendations must be consistent with the findings. The FEB's basic charter is to determine whether or not an officer has the potential to continue in USAF rated service. Except as noted below, FEBs only address the respondent's qualification for aviation service, i.e., remain qualified or be disqualified. FEBs do not make recommendations regarding follow-on assignments. However, the FEB may address this in its findings. FEBs may make the following additional recommendations:

4.5.1. If the FEB was convened as a result of an officer's inability to meet standards while enrolled in a formal flying training program and the board recommends the officer remain qualified, it may also recommend the officer be reinstated in training. Do not make any recommendation on training unless this is the case.

4.5.2. If an FEB recommends a dual-rated officer be disqualified in one rated specialty, it must address the additional rating. For example, if a former navigator meets an FEB as a pilot and the board recommends disqualification, it also makes a recommendation on continued rated service as a navigator.

4.5.3. An FEB, or any subsequent authority in the FEB review process, may recommend the respondent be prohibited from wearing the aviation badge. This recommendation is appropriate only when an individual is disqualified for discrediting the badge through misconduct or willful violation of flying regulations or procedures, fear of flying, cowardice or refusal to fly in combat, or when the officer fails to become a productive member of the rated force through factors over which he or she had control. The latter applies to recent UFT graduates who fail to complete follow-on courses due to attempts to self-eliminate from training, attempts to impose limits on rated service, or if it is clear the failure was due to a lack of effort or motivation. If an FEB recommendation is to prohibit wearing the aviation badge and the convening authority concurs, initiate separation action according to AFI 36-3206 after action by convening authority.

4.5.4. An FEB convened because of extended suspension or disqualification for aviation service limits its recommendation to whether or not:

4.5.4.1. The individual's aeronautical orders should be revalidated or

4.5.4.2. The individual should be requalified for aviation service.

4.5.5. A minority report is appropriate if there is disagreement among board members. A minority report may address findings, recommendations, or both. In such cases, ensure the FEB report shows the scope and content of the minority report, as well as which members support the minority opinion.

4.5.6. Recommendations To Disqualify. The best interest of the Air Force is the prime criterion when evaluating each case.

4.5.6.1. Do not base a recommendation to disqualify on a single incident disregarding an otherwise sound record. However, if the incident demonstrates unacceptable performance or an intentional disregard of regulations or procedures, a recommendation to disqualify is appropriate.

4.5.6.2. If an officer has marginal rated potential (i.e. cannot upgrade to aircraft commander or flight lead, has a history of poor checkride performance, or requires continuous additional supervision), recommend disqualification.

4.5.6.3. Disqualification is appropriate for rated officers who attempt to self-initiate elimination from formal training, or attempt to place limits on their rated service or future assignments.

#### **4.6. The FEB Review Process.**

4.6.1. Review for Legal Sufficiency. The convening authority directs the staff judge advocate to review the report for legal sufficiency. The staff judge advocate limits comments to sufficiency of evidence and compliance with procedural requirements and does not make recommendations regarding

the respondent's rated qualifications. The MAJCOM staff judge advocate should conduct an additional legal review.

4.6.2. **Action by Convening Authority.** After reviewing the report and the review for legal sufficiency, the convening authority adds comments and recommendations. If the convening authority does not concur with the findings or recommendations, identify the areas of contention and explain the reasons for nonconcurrence. If lack of supervision or supervisory error is a finding, include a statement regarding the corrective action. The convening authority may find the officer is unsuited for duty in a particular aircraft, role, or mission and make recommendations regarding follow-on assignments. After making recommendations, the convening authority forwards the report (with original transmittal letter and attachments) directly to the MAJCOM for review. (When the respondent is an ANG resource or mobilization augmentee, forward to the Director, ANG, or USAFR, as appropriate. Provide the active duty MAJCOM a copy of all documentation.) In addition, send one copy of the complete report to each reviewing headquarters.

4.6.3. **Reviewing Authorities and MAJCOM Command Review.** Each level in the command chain reviews the report. Reviewing authorities may direct an additional review for legal sufficiency before making their recommendation. Reviewing authorities may determine the officer is unsuited for duty in a particular aircraft, role, or mission, and may make recommendations regarding follow-on assignment. To expedite the review process, accomplish preliminary staff reviews pending receipt of subordinate commander's recommendations. Reviewing commanders need forward only their comments and recommendations.

4.6.4. **Nonconcurrence With FEB Recommendation.** Reviewing authorities must specify reasons for nonconcurrence.

4.6.5. **Reconvening and Rehearing.** Any reviewing authority may direct reconvening an FEB or a rehearing (a new board). (See paragraph 4.8. for special administrative suspense instructions.) Reconvening an FEB is appropriate if:

4.6.5.1. The board did not comply with procedures in this chapter.

4.6.5.2. New evidence that could affect the findings and recommendations is brought to the attention of the convening or reviewing authority.

4.6.6. **Submitting New Evidence (After the Board).** If a reviewing authority receives additional evidence before forwarding recommendations to the next higher authority, review the evidence and have the convening authority reconvene the board if appropriate.

4.6.6.1. If the convening authority reconvenes the board, give the respondent enough time to prepare. Usually 10 days is sufficient.

4.6.6.2. If the convening or reviewing authority does not reconvene the board, forward the evidence or a summary with recommendations to the NAF and MAJCOM. Include a statement concerning the reasons for not reconvening the board.

4.6.6.3. If the convening or a subordinate reviewing authority receives additional evidence after forwarding recommendations to the next higher reviewing authority, notify the reviewing authority immediately.

4.6.7. When to Order a Rehearing. A rehearing is appropriate if any review for legal sufficiency determines there was prejudicial error to the substantial rights of the respondent that occurred in the proceedings.

4.6.8. Final Action on the Board. The MAJCOM commander is the final decision authority in an FEB.

4.6.8.1. The respondent's MAJCOM will review the FEB report and all recommendations before determining final action. For active duty rated officers attending a formal flying training course in AETC, AETC/CC will be final approval authority for all FEB and waiver of FEB actions.

4.6.8.2. For FEBs convened for cause involving Air Reserve Component (ARC) officers, the NGB/CF or HQ USAF/RE (as appropriate) ARC commander makes the final FEB decision. This includes ARC officers FEB'd while on active duty for training.

**4.6.8.2. (AFRC)** After making the final FEB decision, forward the case file to HQ AFPC/DPAOT, Randolph AFB, TX 78150-6001. They initiate assignment action, if necessary, and ensure the documentation becomes part of the individual's master personnel record. If FEB was for cause, HQ AFRC/DOTSF must also maintain on file a copy of the FEB package.

4.6.8.3. When a board is convened as a result of failure to meet training standards, the MAJCOM commander conducting the training may discontinue processing of the FEB and direct the respondent to resume training. If the decision is to disqualify the officer, forward the report and all recommendations to HQ AFMPC/DPMROY who will publish a DAF AO assigning ASC 05 (Disqualified, Flying Evaluation Board).

#### **4.7. Functions and Duties of Board Members.**

4.7.1. Convening Authority Responsibilities. The convening authority determines if FEB action is appropriate.

4.7.1.1. When an FEB is called for, the convening authority:

4.7.1.1.1. Selects officers to make up the FEB according to paragraph [4.4.3](#).

4.7.1.1.2. Directs the HOSM office to publish an order appointing the FEB members ([Attachment 17](#)) and an AO assigning ASC 04.

#### **NOTE:**

If unable to convene a suitable board because of exigencies of the military situation, the convening authority's immediate commander may appoint a board or authorize the appointment of officers under the immediate commander as members of a board convened by the referring commander.

4.7.1.1.3. Directs the HOSM office to notify the appropriate authorities.

4.7.1.1.4. Notifies the senior member of the board of the circumstances and directs the board to convene at the earliest practical date ([Attachment 18](#)). If additional time is required, forward an explanation for the delay to the MAJCOM and the planned convening date.

4.7.1.1.5. Directs the board recorder to make sure the respondent is notified of the FEB and directed to appear ([Attachment 19](#)).

4.7.1.2. After the board adjourns, the convening authority:

- 4.7.1.2.1. Assigns priority to preparing the report.
  - 4.7.1.2.2. Directs a review for legal sufficiency of the report.
  - 4.7.1.2.3. Reviews the report and takes action
- 4.7.2. Senior Board Member Responsibilities. The senior board member (SBM) is a voting member and the final authority regarding the conduct of the board.
- 4.7.2.1. Prehearing Preparations. Before the board convenes:
    - 4.7.2.1.1. Inform the recorder of his or her responsibilities, and turn over all documents, evidence, and correspondence relative to the case.
    - 4.7.2.1.2. Specify the time and place for the FEB.
    - 4.7.2.1.3. Evaluate respondent requests for delays to allow time to secure witnesses or evidence. The SBM's decision is final.
  - 4.7.2.2. During the hearing the SBM:
    - 4.7.2.2.1. Convenes the board.
    - 4.7.2.2.2. Conducts the hearing in an orderly manner.
    - 4.7.2.2.3. Excuses voting members if a member cannot give a fair and impartial hearing or if a challenge is sustained.
    - 4.7.2.2.4. Defines and explains rights of the respondent.
    - 4.7.2.2.5. Rules on admissibility of evidence, questions of order, or procedure.
    - 4.7.2.2.6. Assists in examining witnesses.
    - 4.7.2.2.7. Makes sure the respondent is allowed to present his or her side of the case.
    - 4.7.2.2.8. Closes the board hearing.
    - 4.7.2.2.9. Makes sure the findings of the board are clearly stated and supported by evidence.
    - 4.7.2.2.10. Makes sure recommendations are consistent with findings and within the limitations of the board's authority.
    - 4.7.2.2.11. Announces findings and recommendations in open session.
    - 4.7.2.2.12. Adjourns the board.
  - 4.7.2.3. Posthearing Duties. Reviews the FEB report and makes sure all members sign all copies of the report.
- 4.7.3. Board Member Responsibilities. Board members should review AFI 11-402 and all evidence made available by the recorder. During the hearing, listen and ask questions to make sure evidence is fully developed and all facts are identified. In closed session, review the facts to arrive at findings and recommendations.
- 4.7.4. Advisory Board Members (Nonvoting). Nonvoting members give advice in open sessions only. If advice becomes necessary during a closed session, open the board and obtain it with all parties present.

*EXCEPTION:* If the board needs assistance solely to put findings or recommendations into proper form, the legal advisor and reporter may enter the closed session. Board members will not engage in discussion with the legal advisor and the proceedings will be recorded and added to the FEB transcript.

4.7.5. Recorder Responsibilities. The recorder is responsible for FEB administrative duties. Use the Checklist for Flying Evaluation Boards ([Attachment 26](#)) and ensure all items are accomplished. Although the recorder prepares the case and conducts examination of witnesses, the recorder is not a prosecuting attorney. To perform recorder duties, relieve the recorder from all other duties.

4.7.5.1. Prehearing Preparations. Before the board convenes, the recorder

4.7.5.1.1. Uses [Attachment 19](#) to notify the respondent to appear.

4.7.5.1.2. Becomes familiar with the investigation and pertinent directives. Obtains and analyzes all records, evidence, and correspondence pertaining to the case.

4.7.5.1.3. Conducts interviews to identify witnesses and makes notes of expected testimony. If a witness cannot appear before the board, the recorder obtains testimony by deposition, certification, or affidavits. If the recorder discovers facts that were not recognized in the original allegations but bear on the respondent's qualification for aviation service, bring these to the convening authority's attention. If the convening authority elects to include additional allegations, advise the respondent and allow time to prepare.

4.7.5.1.4. Assures a quorum is always available.

4.7.5.1.5. Informs the respondent of any changes to time or place for convening the board.

4.7.5.1.6. Arranges for military witnesses requested by the respondent if they are reasonably available.

4.7.5.1.7. Arranges for qualified reporter and advisory board members, if appropriate.

4.7.5.1.8. Notifies the members, witnesses, advisors, and reporter of the time and place of the board.

4.7.5.1.9. Makes sure all evidence is available when the board convenes.

4.7.5.1.10. Gives the respondent and board members a chance to review all documents submitted as evidence.

4.7.5.1.11. Assembles pertinent instructions, regulations, directives, and manuals for reference during the hearing.

4.7.5.1.12. Informs the SBM when prehearing administrative actions are complete.

4.7.5.2. During board proceedings, the recorder:

4.7.5.2.1. Enters the orders appointing the board as government exhibit 1.

4.7.5.2.2. Enters the letter directing the SBM to convene the FEB as government exhibit 2.

4.7.5.2.3. Enters the respondent's notification and the respondent's endorsement as government exhibit 3.

4.7.5.2.4. Administers the oath to the reporter.

- 4.7.5.2.5. States the purpose of the board.
  - 4.7.5.2.6. Indicates for the record names of all members present.
  - 4.7.5.2.7. Indicates for the record names of all members who have been excused or are absent.
  - 4.7.5.2.8. Determines legal qualifications of the respondent's counsel.
  - 4.7.5.2.9. Informs the respondent of the allegations and reads aloud appropriate sections of this chapter.
  - 4.7.5.2.10. Determines if any voting member is unable to give the respondent a fair and impartial hearing.
  - 4.7.5.2.11. Determines if the respondent wants to challenge any voting member for cause.
  - 4.7.5.2.12. Enters any additional evidence as exhibits and lists the exhibits in sequence.
  - 4.7.5.2.13. Advises respondent of testimonial privileges under Article 31, UCMJ (if required).
  - 4.7.5.2.14. Examines witnesses and identifies any written evidence they originate.
  - 4.7.5.2.15. Presents evidence relating to the respondent's professional qualifications.
  - 4.7.5.2.16. Summarizes proceedings for the board's convenience if requested by the SBM.
- 4.7.5.3. Posthearing Duties. Following the board, the recorder:
- 4.7.5.3.1. Supervises preparation and audits the FEB report.
  - 4.7.5.3.2. Prepares a transmittal letter ([Attachment 28](#)).
  - 4.7.5.3.3. Ensures all copies of the report have been signed by all voting and nonvoting members who were present throughout the hearing.
  - 4.7.5.3.4. Arranges the material in accordance with [Attachment 26](#).
- 4.7.6. Questioning Witnesses. The transcript of testimony is an essential part of the review of the FEB which leads to the final decision. Facts supporting the findings and recommendations must be clearly established. Therefore, make sure all evidence is fully developed.
- 4.7.6.1. A specific series of questions cannot be formulated. However, use the following general guidance:
- 4.7.6.1.1. Review all evidence and prepare questions in advance to ensure all points are covered.
  - 4.7.6.1.2. Establish the identity of the witness (usually done by the recorder) and their relationship to the respondent.
  - 4.7.6.1.3. Restrict questions to one subject at a time and progress logically into the next subject.
  - 4.7.6.1.4. Avoid leading questions.
  - 4.7.6.1.5. Avoid words that may not be understood by the witness.
  - 4.7.6.1.6. Do not interrupt one question with another.



4.7.6.1.7. Avoid questions that require hearsay responses.

4.7.6.2. Apply the cardinal rule of determining what, when, where, why, how, and who.

#### **4.8. Administrative Instructions.** (See [Attachment 16](#))

4.8.1. FEB Suspenses. Process the FEB report as soon as possible. Recommendations are due at the MAJCOM within 60 workdays from when the board adjourns. MAJCOMs may authorize additional time for unforeseen circumstances. When extensions are granted, include the reason for delay in the transmittal letter to the MAJCOM. MAJCOMs establish procedures to expeditiously notify a respondent of the final decision in the FEB process. As a guide, inform the respondent within five working days after making the final decision.

**4.8.1. (AFRC)** To ensure HQ AFRC receives FEB proceedings within 45 calendar days from board adjournment date, convening and reviewing authorities (each subsequent level within the chain of command) should comply with the following schedule:

**4.8.1.1. (Added-AFRC)** Within 15 calendar days from date board adjourns, convening authority forwards FEB report as follows:

**4.8.1.1.1. (Added-AFRC)** Original report to HQ AFRC/DOT. Must contain original signatures.

**4.8.1.1.2. (Added-AFRC)** One copy through the chain of command to the reviewing authority (NAF CC/DO).

**4.8.1.2. (Added-AFRC)** Within 15 calendar days from date of receipt, each subsequent level of command reviewing authority forwards recommendations through channels to HQ AFRC/DOT.

4.8.2. Disposition of Reports. Distribute and forward reports for review. Refer to AFR 4-20, Vol 2, for reports disposition.

4.8.3. Review of Special Cases. Command review and recommendations concerning FEBs vary slightly under certain circumstances. When the respondent is:

4.8.3.1. Attached to an organization for flying only, is member of a tenant unit or a unit without convening authority, the convening authority makes recommendations and forwards the report to the respondent's immediate commander. That commander reviews the proceedings, makes recommendations, and forwards the report for review within command channels.

4.8.3.2. TDY to a formal training course, the report and recommendations are reviewed and final action is taken within the command conducting the training. Ensure the parent/gaining MAJCOM and home unit of the individual are provided courtesy copies of all FEB actions.

4.8.3.3. For mobilization augmentees of the Air Force Reserves, the report and recommendations are reviewed within the command channels of the gaining command. After making the final decision, the MAJCOM commander concerned informs HQ ARPC/DPROR, Denver, CO 80280-4000.

4.8.3.4. For Reserve officers on extended active duty (EAD) for flying training and projected to return to a nonactive duty flying unit on graduation, the convening authority makes recommendations and forwards copies of the board report for final decision by AFRES (forward to: HQ

AFRES/DOT, Robins AFB GA 31098-6001), or the Director, Air National Guard (forward to: ANGRC/XOO, Andrews AFB, MD 20331-5157).

**4.8.4. Reconvening or Rehearing the Board.** When reconvening or rehearing is directed after forwarding the proceedings for review, the reviewing authority who directs the action notifies each recipient of the report and requests each copy be promptly returned to the convening authority.

4.8.4.1. When a board is reconvened, all correspondence and additional transcripts of testimony, exhibits, findings, recommendations, and reviews for legal sufficiency are added to the initial report for submission to reviewing authorities under a new transmittal letter.

4.8.4.2. In a rehearing, the original report (less prejudicial material) becomes an exhibit for the new board.

**4.8.5. (Added-AFRC)** Reviewing authorities report initial receipt of FEB package and any delays to HQ AFRC/DOTSF, including reasons for delay and anticipated date of completion.

**4.9. Assignment After FEB.** If the MAJCOM commander determined the rated officer should remain qualified for aviation service, that MAJCOM will make every attempt to retain the officer in an aircraft within that command. Transfer to another MAJCOM should occur only for overseas command, if the rated officer's DEROS would make retraining not cost effective. This procedure includes waiver of FEB cases.

**4.10. (Added-AFRC) Notification Letter.** Upon final completion of FEB processing, forward HQ AFRC approval/disapproval notification letter to the convening authority, the members HOSM (place in FRF), the NAF, and HQ ARPC/HQ AFPC; whichever is applicable for orders publication.

## Chapter 5

### AVIATION SERVICE OF NONRATED AIRCREW MEMBERS

**5.1. Purpose of Chapter.** This chapter describes aviation service policies regarding nonrated officers and enlisted personnel performing in full-time positions as aircrew members.

**5.2. Applicable to Whom.** It applies to all nonrated USAF officers and enlisted members assigned to specific aircrew positions identified in AFI 65-503. Normally, nonrated officer aircrew members are identified by a DAFSC 13BXX and enlisted aircrew members are identified by DAFSC 1AXXX. (For nonrated officers who fly and have a commander's AFSC, they may use the commander's AFSC.)

#### **5.3. Procedures:**

5.3.1. Enter nonrated officers into aviation service when rated officers are not available or qualified to accomplish specific in-flight duties. Initiate aviation service when assigning these officers to positions where their primary duty requires them to perform in-flight duties. A nonrated officer who is qualified for aviation service according to this instruction and AFI 11-401 is entitled to Hazardous Duty Incentive Pay (HDIP) as prescribed in the DOD 7000.14-R, Vol 7, Part A.

5.3.2. Enter enlisted members into aviation service when they are assigned to duty in the Airman Aircrew Operations career field (1AXXX). Consider these individuals career aviators. For enlisted members in other technical career fields, initiate aviation service when they are assigned to positions where their primary duty requires them to perform in-flight duties on a full-time basis. Enlisted aircrew members qualified for aviation service according to this instruction and AFI 11-401 earn Hazardous Duty Incentive Pay (HDIP) at a variable rate as prescribed in the DOD 7000.14-R, Vol 7, Part A.

5.3.3. All flying personnel must be medically qualified according to AFMAN 48-123 and complete physiological training before performing flying duties. Aircrew members must maintain established professional standards, medical certification, and flying performance standards.

5.3.4. Do not enter anyone with a record of substantiated drug abuse into aviation service.

#### **5.4. Qualification for Aviation Service.**

5.4.1. Personnel occupying the following positions may enter or withdraw nonrated officers and enlisted members from aviation service:

5.4.1.1. AF/XOOT.

5.4.1.2. MAJCOM commanders or commanders of field operating agencies of the ARC.

5.4.1.3. Flying unit commanders, working through the HOSM office responsible for local unit flying records.

**5.5. Preparing Aeronautical Orders (AOs).** Commanders submit requests for AOs to enter nonrated officers and enlisted members into official aircrew status to the HOSM office. Ensure you do not exceed authorized manning levels.

5.5.1. Commanders must certify eligibility for aviation service. Certification includes verification of medical clearance (AFMAN 48-123), physiological training, security clearance (if required), review of past aviation service qualification, and that the member's primary, full-time duty requires the performance of in-flight duties.

5.5.2. The HOSM office prepares AOs, assigning ASC 9D or 9W (nonrated aircrew). If known, the AOs should specify a termination date.

5.5.2.1. The effective period of an AO authorizing aviation service as a nonrated aircrew member is limited by the member's availability for the requirement. For members who have never held an aircrew AFSC, the AO effective date will be the date:

5.5.2.1.1. The member is verified and certified for aircrew duty, and

5.5.2.1.2. He or she is assigned the applicable flying DAFSC.

5.5.2.1.3. Individuals enrolled in a formal school where in-flight duties are part of the curriculum, or begins formal in-unit flying training after being assigned to an approved aircrew position within the unit.

EXAMPLE 1: On 1 Jun 92, an individual reports to the base for aircrew duty. On 15 Jun 92, the unit commander certifies the member and assigns the appropriate DAFSC prefix. On 1 Jul 92, the member reports to the TDY base to begin formal flying training. The AO effective date is 1 Jul 92.

EXAMPLE 2: On 1 Jun 92, an individual reports to the base for aircrew duty. On 15 Jun 92, the unit commander certifies the member and assigns the appropriate DAFSC prefix. On 20 Jun 92, the individual begins formal, in-unit flying training. The AO effective date is 20 Jun 92. However, the formal in-unit flying training must lead toward an initial qualification.

5.5.2.2. For previous aircrew members, the AO effective date will be one day after the date the member signs out from the current assignment enroute to the follow-on aircrew assignment.

EXAMPLE: On 1 Nov 92, a former aircrew member departs PCS from a non-aircrew member assignment to proceed to an aircrew assignment. After two weeks of leave, the individual signs into the base for aircrew duty. The AO effective date is 2 Nov 92.

**NOTE:**

Do not publish AOs for members enrolled in formal training that does not include active flying.

5.5.2.3. Publish a new AO to change a termination date. When the effective period of the order expires, remove the aircrew member from aviation service and assign ASC 9J (Conditional HDIP--inactive restricted).

**5.6. Aviation Service Termination.** Since termination of aviation service results in loss of incentive pay, provide as much notice as possible. (See the 120-day notification policy for enlisted aircrew members.) The HOSM office, in coordination with the MPF, must notify aircrew members if termination of aviation service is due to assignment action. However, the commander must also advise the member and HOSM office if other cause exists to terminate the member's aviation service.

5.6.1. AOs are superseded when:

5.6.1.1. The USAF reassigns the member on a permanent change of assignment (PCA) or PCS to a non-crew position or identified to attend training that does not require active flying. In case of losing HOSM office oversight, the gaining HOSM office ensures the AO is superseded on arrival.

**NOTE:**

Do not supersede AOs if a member is TDY for less than 90 days and will return to aircrew duty in the same DAFSC. If attending a course of instruction of 90 days or more that does not require active flying, assign ASC 9L (Inactive-School (Academic)). Regardless of the length of the course, the HOSM office will supersede the current AO if the member will retrain into another aircrew specialty after attending a non-flying course.

5.6.1.2. The member retires or separates (include effective date of retirement or separation).

**NOTE:**

Publish a new AO to change the termination date for discharged enlisted members who immediately reenlist without incurring a break in service. The new AO is not to terminate the previous order, but to extend its termination date. Therefore, the member can continue to credit previously earned flying time to meet DOD 7000.14-R, Vol 7, Part A, flight requirements.

5.6.2. Disqualification. Commanders may disqualify anyone performing primary aviation service. Disqualification procedures are similar for rated and nonrated aircrew members.

**5.7. 120-Day Advance Notification Policy.** Commanders must give enlisted aircrew members at least 120 days notification before involuntarily terminating their service. (This does not apply to officers, operational support personnel, or aircrew members disqualified for cause.) This policy lessens the impact of financial loss due to short notice PCS, base closure, unit deactivation, and so forth.

5.7.1. According to the DOD 7000.14-R, Vol 7, Part A, enlisted aircrew members who are involuntarily removed from flying duties are entitled to aviation incentive pay for the duration of their AOs or for 120 days from the official notification of removal, whichever occurs first. The following dates constitute the start of the 120-day period:

5.7.1.1. The date the commander verbally advises the aircrew member that aviation service will terminate. (Document time of notification and confirm it with an AO as soon as possible.)

5.7.1.2. The date the aircrew member acknowledges notification of assignment selection to duties that do not require qualification for aviation service (AFI 36-2102).

5.7.2. Enlisted aircrew members may waive the 120-day notification requirement. A request for an assignment to duty not requiring aviation service constitutes waiver of the notification requirement.

5.7.3. The 120-day notification policy requires close management of the enlisted aircrew member flying force to make sure projected changes are known as far in advance as possible. Therefore, include the 120-day notification requirement in all program directives.

**5.8. Permanent Disqualification Actions.** HOSM offices will fill the disqualification AO in the member's master personnel record.

5.8.1. Failure to Maintain Professional Aircrew Qualification. A commander may recommend permanent disqualification if a member fails to attain or maintain aircrew qualification. The commander

will suspend the member and assign ASC 04 (Suspended- disqualification action pending). Forward recommendations for disqualifications through command channels to the MAJCOM designated authority for final approval. If the MAJCOM concurs with permanent disqualification, the member's HOSM office publishes an AO revoking the suspension and imposes disqualification by assigning ASC 05 (Disqualified-failure to attain aircrew qualification).

**NOTE:**

If failure to complete training or maintain qualification is for reasons beyond the individual's control and the member has potential for another aircrew specialty, assign ASC 00 (Disqualified-administrative reasons).

5.8.2. Voluntary Termination of Aviation Service. Any aircrew member may request termination of aviation service by submitting a voluntary request for disqualification according to [Attachment 14](#). Justification must cite unusual or compelling circumstances, and approval results in permanent disqualification. (See paragraph [3.7.1.2](#) for additional discussion.)

5.8.2.1. The commander will suspend the member's aviation service pending final action. Include a copy of the suspension order with the member's request.

5.8.2.2. Forward the voluntary request through command channels to the MAJCOM for final approval. If approved, the MAJCOM directs the member's HOSM office to publish an AO revoking suspension and imposing disqualification. Assign ASC 08 (Disqualified-voluntary request.)

5.8.3. Substantiated Drug Abuse. During investigations of aircrew members implicated in drug abuse, assign ASC 04.

**5.8.3. (AFRC)** Notification procedures will be the same as indicated in paragraph 3.7.1.5.2. of this supplement.

5.8.3.1. If the investigation does not substantiate drug abuse, publish an AO revoking the suspension order and restoring the previous ASC and effective date. The member is then authorized HDIP in accordance with the DOD 7000.14-R, Vol 7, Part A.

5.8.3.2. Permanently disqualify the aircrew member for substantiated drug abuse. The HOSM office publishes an AO revoking the suspension order and assigns ASC 00 effective the date of the suspension order. Forward a copy of the case file and the disqualifying AO to the MAJCOM and AFMPC/DPMROY.

5.8.4. Failure to Maintain Professional Standards. Assign ASC 04 when administrative separations are filed under AFI 36-3206 or AFI 36-3208 (ANGR 36-014 or ANGR 39-10 for ANG members and AFI 36-8001 for USAFR members); when court martial charges have been referred; or when the commander receives notice of civilian criminal court action.

**NOTE:**

Coordinate with the staff judge advocate concerning court-martial and civilian criminal court action cases. After completing these proceedings, the commander assesses the member's potential for aircrew duties.

5.8.4.1. If the member is suitable for continued aircrew duties, revoke ASC 04 and restore the previous ASC and effective date for entitlement to incentive pay.

5.8.4.2. If the member is unavailable or unsuitable for continued aircrew duties, the commander recommends disqualification and notifies the individual in writing. Forward the recommendation, supporting documents, and a copy of the suspension AO through command channels to the MAJCOM/DO. If the MAJCOM approves disqualification, direct the member's HOSM office to publish an AO revoking the suspension order and assigning ASC 00 effective the date of the original suspension.

**NOTE:**

Impose disqualification when the MAJCOM approves the commander's administrative finding made under paragraph 3.7.

5.8.5. Fear of Flying. Commanders will permanently disqualify nonrated aircrew members who express and affirm a fear of flying. Unlike rated officers, there is no provision to initiate any follow-on administrative action. If a member expresses a fear of flying, direct the HOSM office to suspend the member (ASC 04). The commander then refers the member to medical personnel for appropriate counseling. If the flight surgeon determines medical incapacitation, medically disqualify the individual. If the member is medically fit and withdraws the fear of flying statement, revoke ASC 04 and direct the member to resume flying. If the member affirms a fear of flying, the commander makes a recommendation and forwards all documentation through channels to the MAJCOM. If the MAJCOM disapproves disqualification, revoke the ASC 04. If the MAJCOM approves disqualification, forward all documentation to HQ AFMPC/DPMROY, who will publish an appropriate DAF AO assigning ASC 01 (Disqualified-fear of flying). The DAF AO will also prohibit wearing the aviation badge.

5.8.6. Complete permanent disqualification actions within 120 days. After 120 days, revoke the ASC 04 suspension or convert the crewmember's ASC to the correct disqualification code.

**5.9. Nonpermanent Disqualification Actions.** Except for specific differences noted below, disqualify nonrated aircrew members in the same manner as rated officers for disenrollment from USAF survival school (paragraph 3.7.2.6.), conscientious objector or noncombatant status (paragraph 3.7.2.7.), and PRP decertification (paragraph 3.7.2.8.).

5.9.1. Failure To Maintain Medical Fitness. If a nonrated aircrew member is medically unfit for flying duty, terminate aviation service no sooner than the first day following a 120-day period that commences on the date of incapacitation. When a flight surgeon determines the aircrew member is unfit to perform flying duty, he or she completes an AF Form 1042, and directs the FSO to advise the HOSM office.

5.9.1.1. If the flight surgeon is uncertain of the duration of incapacitation, the HOSM office suspends the AF Form 1042 to make sure an AO is published on the first day following a 120-day period that commences on the date of incapacitation. If the medical problem has not been resolved by that date, publish an AO assigning ASC 03 (Disqualified-medical disqualification).

5.9.1.2. If the medical incapacitation is permanent or not resolved by the first day following a period of 120 days that commenced on the date of incapacitation, the flight surgeon indicates this on the AF Form 1042 and directs the FSO to inform the HOSM office. The HOSM office will publish an AO assigning ASC 03 effective on the 1st day following a period of 120 days that commences on the date of incapacitation. Personnel offices should initiate classification action accord-

ing to AFI 36-2101. For example, for an individual found medically unfit on 15 June, assign the ASC 03 effective 13 Oct.

**NOTE:**

Determining entitlement to HDIP as a result of a medical action is often a complex task. As a technique, determine entitlement to HDIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of hazardous duty. In this situation, use the DOD 7000.14-R, Vol 7, Part A, paragraphs 20106 and 20107 to determine entitlement. The second group consists of those members described in paragraph 5.9.1.2. Use the DOD 7000.14-R, Vol 7, Part A, paragraph 20107, to determine entitlement. In either case, do not exceed 120 days total eligibility.

5.9.1.3. Due to the frequency of medical actions affecting aviation service, FSOs and HOSM offices must ensure a timely exchange of information for requisition or replacements, duty determinations, publication of AOs, pay entitlements, and so forth. Do not delay notification until a disqualification effective date, if it is known in advance.

5.9.1.4. See paragraph 5.10. for removal of medical disqualification and requalification for aviation service.

5.9.2. Failure to Maintain Medical Certification. Aircrew members have a responsibility to maintain medical certification. If medical certification expires, presumption of fitness is lost. Therefore, suspend the individual effective the day following expiration of medical certification by assigning ASC 04.

5.9.2.1. Aircrew members suspended under this paragraph must accomplish a physical examination as soon as possible. When medical recertification is confirmed, publish an AO revoking suspension and restoring the previous ASC and effective date.

5.9.2.2. If medical recertification remains incomplete at the end of the four months of suspension, initiate disqualification action.

5.9.2.3. If a later physical examination determines the member is medically unfit for flying duty and will not return to flying by the first day following a period of 120 days that commences on the date of the original suspension, the FSO will advise the HOSM office. The HOSM office publishes a new AO assigning ASC 03 effective the first day following a period of 120 days that commences on the date of the original suspension.

**NOTE:**

Suspension helps ensure flying personnel schedule physical examinations in a timely manner and it establishes the date which begins the 120-day "grace period" after medical certification expires. If the member made a reasonable attempt to maintain medical certification, or the certification expired due to reasons beyond the member's control, there is no need to suspend. For example, if an examination is incomplete due to administrative delays, there is no need to suspend the member if he or she is otherwise medically qualified. In cases where expiration is beyond a member's control, the appropriate waiver authority may extend medical certification to cover administrative processing. The FSO must inform the HOSM office, via AF Form 1042, if a member should remain medically qualified even though medical certification expired. Without notification, publish an AO assigning ASC 04.



5.9.3. Humanitarian Disqualification in Lieu of Voluntary Request. When an aircrew member with an active aviation service code has severe personal problems that may be resolved if assigned to non-flying duties for a short time, the member may request humanitarian disqualification for aviation service. Evaluate each case using these guidelines:

5.9.3.1. The period of nonflying is usually no more than 12 months.

5.9.3.2. Base approval on the same guidelines used for processing humanitarian reassignment or deferment requests under AFI 36-2110. Emphasize the requirement for temporary excusal from flying duties and grant approval only when it is in the best interest of the Air Force. Submit requests according to [Attachment 8](#). The MAJCOM/DO reviews the request and makes the final decision. If approved, forward the case file to HQ AFMPC/DPMROY who publishes an AO imposing disqualification and assigns ASC 00 (Disqualified-administrative reasons).

**5.10. Aviation Service Requalification.** MAJCOMS may requalify aircrew members disqualified for reasons in paragraph [5.9](#) when the impediment to aviation service no longer exists. However, there is no obligation to requalify members and base approval on needs of the Air Force. Request requalification by submitting a letter in accordance with [Attachment 6](#).

5.10.1. Medical Disqualification. When a member is medically disqualified and is later medically certified for flying duty, use the following guidelines:

5.10.1.1. If the incapacitation was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. On receipt of AF Form 1042, the HOSM office publishes an AO effective the date of the AF Form 1042.

5.10.1.2. If the incapacitation exceeded one year, the MAJCOM/SG must certify medical acceptability and the member must apply for requalification according to [Attachment 6](#).

**NOTE:**

A former rated officer who has been medically disqualified as a rated officer but can medically qualify as a nonrated officer aircrew member may request requalification for nonrated aviation service. The request must specify the requalification is to perform as a nonrated officer aircrew member.

5.10.2. Disenrollment From USAF Survival School (paragraph [3.7.2.6](#)). If disqualified for aviation service as a result of a training review board, an aircrew member is requalified on successful completion of USAF survival training. The HOSM office publishes the requalification order effective the date the member reports to aircrew member duty.

5.10.3. Conscientious Objector Status or Noncombatant Status (paragraph [3.7.2.7](#)). If an aircrew member is disqualified under AFI 36-3204 and the request is denied or withdrawn, the member may request requalification according to [Attachment 6](#). Forward the request through command channels to the MAJCOM. If approved, the member's HOSM office publishes a requalification AO when the member reports to aircrew duty.

5.10.4. PRP Decertification (paragraph [3.7.2.8](#)). If PRP decertification is for medical reasons, the member may be requalified when the medical problem is resolved. When disqualification is for other than medical reasons submit requalification request according to [Attachment 6](#). Remove the PRP decertification before submitting an individual for requalification.

5.10.5. Humanitarian Requalification. When humanitarian provisions are terminated, requalify or disqualify the aircrew member for aviation service under paragraph 5.9.3. Do not extend humanitarian disqualification beyond 24 months without initiating action to requalify or permanently disqualify the member. MPF monitors the status of the humanitarian deferment and advises the HOSM office and AFMPC/DPMROY on termination or cancellation. The HOSM office publishes the AO to requalify the individual.

**5.11. Aircrew Member Duty Position Validation.** Do not assign members to aircrew duty unless the member's DAFSC is listed in AFI 65-503. Forward requests for new aircrew member duty positions through MAJCOM channels to AF/XOOT. If approved, AF/XOOT will have the DAFSC included in AFI 65-503. The authorized manning level for each aircrew position determines the number of members authorized aircrew status at any given time. MAJCOMs should establish procedures to make sure units do not exceed authorized manpower levels.

5.11.1. Except as noted below, authorized aircrew manning usually provides for TDY, contingency requirements, leaves, replacement training, and so forth. However, temporary overmanning may be necessary. Coordinate requirements with the MAJCOM (active duty units), NGB/TE (National Guard units), or HQ AFRES/DOT (Reserve units).

5.11.2. Commanders may authorize aviation service for one additional aircrew member in each career field subdivision if three or less are authorized. The additional aircrew member is authorized for temporary periods (180 days or less) when necessary to accomplish unit mission or replacement training.

5.11.3. Commanders may authorize aviation service for members assigned against approved manpower increases not yet published on the unit manpower document (UMD).

**5.12. Funding for Nonrated Aircrew Requirements.** There is no requirement for MAJCOMs to submit annual requests for nonrated aircrew member funding. Funds to support incentive payments are budgeted as a result of AF/XOOT validation of the aircrew requirement and award of the flying DAFSC. The number of aircrew positions authorized on the UMD determines the incentive pay allocation. Unit commanders will closely monitor UMD authorizations and only authorize the minimum number of people necessary for successful in-flight mission accomplishment. MPFs establish controls to make sure UMD-authorized manning levels are not exceeded.

## Chapter 6

### AVIATION SERVICE OF OPERATIONAL SUPPORT FLIERS

**6.1. Purpose of Chapter.** This chapter establishes procedures for operational support (ops support) flying. AF/XOOT reviews and approves ops support allocation requirements submitted from the MAJCOMs each fiscal year.

**6.2. Applicable to Whom.** Ops support flying applies to nonrated personnel required to perform in-flight duties which cannot be accomplished by rated or nonrated aircrew members. Ops support fliers may be required to fly on an occasional basis. However, their assigned, full-time duties do not require them to be onboard the aircraft to accomplish its assigned primary mission. The following provisions apply to active USAF personnel. The ARC may adopt similar procedures to meet their requirements.

#### 6.3. Procedures.

6.3.1. Commanders submit ops support requirements when primary aircrew members (rated or non-rated) are not qualified to accomplish specific in-flight duties. Do **not** request ops support man-years:

- To provide Hazardous Duty Incentive Pay (HDIP) to personnel who fly as passengers. This includes mission essential ground personnel required to accompany aircraft during deployments to perform preflight or post-flight duties.
- To provide HDIP as an incentive or reward for performing other than in-flight duties.
- To allow individuals to fly solely for pay.

6.3.2. Ops support fliers must be medically qualified according to AFMAN 48-123 and complete physiological training before flying.

6.3.3. Do not enter any member with a record of drug abuse into ops support flying duties.

6.3.4. Officers and enlisted members who perform ops support flying duties according to this instruction and AFI 11-401 are entitled to HDIP as prescribed in the DOD 7000.14-R, Vol 7, Part A. Since ops support fliers perform in-flight duties on an as needed basis, they are entitled to HDIP only for those months in which they fly a minimum of four hours.

**6.3.4. (AFRC)** A minimum of 2 hours is required for reserve members if on inactive duty (Ref: *DoD-FMR, para 570202*).

6.3.4.1. Operational support fliers cannot bank flight time.

6.3.4.2. Do not submit the aeronautical order (military pay order) to finance authorizing flight pay until after requirements have been met for the month.

#### **NOTE:**

MAJCOMs cannot authorize the use of operational support fliers when in-flight duties will be to: assist in flight crew duties (anti-hijack procedures, emergency egress, in-flight inspection, verification of aircraft equipment, passenger safety, etc.), perform routine administrative duties, conduct evaluation of equipment and personnel, perform routine maintenance (servicing hydraulic systems, "trouble-shooting" equipment, etc.), or perform equipment inventories.

**6.4. Qualification for Aviation Service.** Flying unit commanders direct the HOSM office responsible for maintaining local flight records to enter and terminate a member's ops support flying status.

**6.5. Aviation Service Termination.** Terminate aviation service when:

- The project or mission that justified ops support status is completed, canceled, or delayed excessively.
- The member is no longer available or qualified to fly.
- Required by the unit to remain within its allocated man-years (paragraph 6.7.).

**NOTES:**

1. Remove ops support fliers from aviation service when they are in extended TDY status that does not involve flying.
2. Due to the limited aviation involvement of an ops support flier, disqualification is usually not appropriate. When reason exists to preclude a member from future aviation service, action may be initiated according to [Chapter 5](#).

**6.6. Preparing Aeronautical Orders.** Submit requests for AOs to the HOSM office to enter nonrated officers and enlisted members into ops support status. Commanders must justify the requirement before designating specific members to perform the tasking.

6.6.1. The commander reviews the member's past aviation service, and certifies the member's medical qualification, completion of physiological training, and security clearance (if required).

6.6.2. The HOSM office confirms man-years are available in the applicable DAFSC.

6.6.3. The HOSM office prepares AOs and assigns ASC 9C (ops support).

6.6.3.1. AOs authorizing ops support status are effective on a monthly basis. Orders are effective when certification and validation are complete. Unless an earlier termination date is known, these AOs terminate on the last day of each month.

6.6.3.2. Since HQ USAF and MAJCOMs review and allocate ops support requirements on a fiscal year basis, commanders must ensure the unit does not exceed its allocation.

6.6.3.3. When the AO expires, the HOSM office removes the member from aviation service and assigns ASC 06.

**6.7. Validation of Ops Support Requirements and Man-Year Management.** HQ USAF/XOOT allocates new, recurring and supplemental man-year requirements to the MAJCOMS on a fiscal year basis.

6.7.1. MAJCOMs validate, allocate, and distribute new, recurring, and supplemental man-year requests for all command units. MAJCOMs compile the individual unit requests after the units forward them through command channels. Any level of review may deny a request due to insufficient justification, utilization statistics, or failure to meet submission requirements listed in paragraph 6.7.1.1. through paragraph 6.7.1.4.

6.7.1.1. Operational units prepare requests for man-years according to Attachments 1.8 and 1.9. Each HOSM office reviews the request and forwards it to the MAJCOM to arrive by 15 June. Geographically separated units submit requests through their host base HOSM office.

6.7.1.2. The MAJCOM/DOs validate requests and allocate man-years to support requirements. MAJCOMs review reports based on sufficient justification and utilization statistics. For recurring requests, allocate man-years only if the utilization statistics warrant. For example, if utilization statistics indicate an individual flew four hours a month during eight months the previous year, allocate eight months for the upcoming year unless the unit provides documentation indicating a requirement for additional man-years. Return requests that do not contain the required information. MAJCOMs consolidate man-year requirements into two categories, an officer requirement (Officer Operational Support Man-Year Requirements Report, RCS: HAS-XOO (A&R) 8601), and an enlisted requirement (Airman Operational Requirements Report, RCS: HAF-XOO (A&R) 8602), and forward a MAJCOM/DO recommendation to HQ USAF/XOOT to arrive NLT 15 July. MAJCOMs must justify any increase over the previous year's allocation. Negative reports are required.

6.7.1.3. AF/XOOT evaluates, approves, and allocates requests based on the MAJCOM's previous year man-year allocation. For example, if a MAJCOM's total allocation for FY93 was 500 enlisted and 100 officer man-years, those figures will form the baseline for the FY94 allocation.

6.7.1.4. AF/XOOT will advise the MAJCOMs of approved man-years not later than 15 September. Man-years will be issued in two blocks, one allocation for officer AFSCs and another for enlisted AFSCs.

6.7.1.5. HQ USAF/XOOT validates new or supplemental MAJCOM requirements and approves requests from units who do not have MAJCOM-level support.

6.7.2. Man-Year Management. Commanders must ensure the ops support flier program is not abused.

6.7.2.1. Monitor allocated man-years to ensure the minimum necessary personnel are authorized aviation service. (This minimizes duplication costs involved in establishing medical qualification, issuing and maintaining personal equipment, conducting physiological and recurring training, and so forth.) Commanders coordinate with the HOSM office to establish controls to ensure they do not exceed man-year allocations. Do not publish ops support AOs without confirming man-months or man-years have been allocated. When an ops support requirement is terminated, have the HOSM office terminate AOs. Coordination is important to determine how many man-years are actually used. Although members are placed on AOs when man-years have been allocated, the man-year is not used unless the member has been awarded HDIP.

6.7.2.2. If a unit needs additional man-years or a new requirement arises during the fiscal year, submit supplemental requests through the HOSM office to the MAJCOM/DO. If the MAJCOM needs an additional allocation, forward requests to AF/XOOT. Prepare the supplemental request according to Attachments 9 and 10. Supplemental requests must explain the increased man-year requirements.

6.7.2.3. Each HOSM office will consolidate all excess man-years from the previous fiscal year and forward them to the MAJCOMs to arrive NLT 15 October. Geographically separated units submit excess man-years through the host base HOSM office. Each MAJCOM will submit the command's excess man-years to arrive HQ USAF/XOOT NLT 1 November each year.

## Chapter 7

### PARACHUTISTS

**7.1. Basic Parachutist Policy.** The basic Parachutist rating signifies completion of formal specialized training and qualification to perform parachutist duty. Advanced ratings recognize specific experience.

**7.2. Applicable to Whom.** It applies to all active duty Air Force and ARC personnel assigned to a designated Unit Manning Document (UMD) position that requires active jump status ("J" prefix AFSC or AFSC ITXXX).

7.2.1. A member placed on parachute jump status according to this instruction and AFI 11-401 is entitled to HDIP as prescribed in the DOD 7000.14-R, Vol 7, Part A, part 2, chapter 3, sections A and B.

7.2.2. Air Force parachutist policy in this instruction supplements the provisions of the DOD 7000.14-R, Vol 7, Part A.

### **7.3. Procedures:**

7.3.1. Air Force members do not parachute from military or military contract aircraft unless authorized by an AO placing them on parachute jump status.

7.3.2. Once awarded the parachutist rating, any future assignment which would require the individual to be on parachute jump status, including additional training related to the member's parachutist rating, is a military duty which the member is required to perform.

7.3.3. Parachutists must meet AFMAN 48-123 medical qualifications and must maintain established professional standards, medical certification, and parachutists performance standards.

7.3.4. Do not enter anyone with a record of substantiated drug abuse into parachute jump status.

**7.4. Qualification for Parachutist Duty.** The following authorities may enter or withdraw parachutists from parachute jump status:

- AF/XOOT
- MAJCOM commanders or commanders of field operating agencies within the USAF and ARC
- Commanders having direct control over the HOSM office responsible for maintaining the member's Jump Record Folder (JRF).
- Commanders of Air Force units that conduct parachute jump activities.

7.4.1. The USAF awards the parachutist rating to USAF members who complete one of the following parachutist courses:

- The Military Freefall Course, AM-490, USAF PDS Code 4HY, USAF Academy, Colorado; or
- The US Army Airborne Course, USAF PDS Code A9M, FT Benning, Georgia.

### **NOTE:**

Time accumulated during these basic formal training courses do not apply toward the number of months required for award of senior or master parachutist rating.

7.4.2. Members who meet the requirements for award of an Air Force parachutist rating must apply by letter (awarding action is automatically accomplished for graduates of the USAF Academy course). Prepare and forward request according to [Attachment 11](#). The HOSM will maintain a copy of the member's application letter in the JRF. The HOSM office maintaining the member's JRF will publish the AO awarding the appropriate rating. The AO must specify the [Table 7.1](#) entry which establishes eligibility. In addition, the effective date of the order is the date individual met all applicable criteria in [Table 7.1](#).

7.4.3. A parachutist becomes a qualified jumpmaster by completing a formal jumpmaster training program designated by MAJCOM regulations and directives. Units conducting formal jumpmaster training will provide the members local HOSM with documentation certifying that the member is jumpmaster qualified. The servicing HOSM will then publish an AO indicating the jumpmaster qualification in the remarks section of the AO.

7.4.4. Members who participate in a combat parachute jump may wear a bronze star centered on their parachutist badge.

7.4.4.1. Certify qualification for the combat jump award by letter to the servicing HOSM from the member's unit commander or designated representative.

7.4.4.2. Servicing HOSM offices will publish an AO awarding the bronze star for a combat jump. The remarks section must specify date and location of combat jump. The HOSM offices will post member's AF Form 922, **Individual Jump Record**, appropriately, after the jump is certified.

**7.5. International Parachutist Ratings.** Training provided by a foreign government can only lead to award of that government's badge. Such award does not constitute authority to award any Air Force parachutist ratings. The MAJCOM/FOA, Director of Personnel, approves/disapproves acceptance of foreign decoration (i.e., Canadian Parachutist Badge).

**7.6. Preparing Aeronautical Orders (AOs).** Submit requests for AOs to enter parachutists into official parachute jump status to the HOSM office.

7.6.1. Commanders must certify eligibility for parachute duty. Certification includes verification of medical clearance (AFMAN 48-123), review of past parachute duty or training (ensure member has not been previously disqualified), and that a valid jump position exists on the UMD. Members who meet the requirements for award of an Air Force parachutist rating complete AF Form 196, **Data for Parachutist Rating**(certified by operations officer), and apply for the award through channels to the appropriate commander.

7.6.2. The HOSM office prepares AOs, assigning ASC 9E or 9D if the member is assigned to duty that requires both aircrew and parachutist qualification. Prepare AOs according to AFI 11-401.

**NOTE:**

HOSMs do not establish ASC 9E for members who already have an ASC assigned. In such cases, include a statement in the remarks section of the AO that member is assigned to parachute duty.

7.6.2.1. The member's availability for the requirement limits the effective period of an AO authorizing parachute duty. The AO effective date will be the date:

7.6.2.1.1. The commander certifies the member for parachute duty.

7.6.2.1.2. Member is assigned to a designated UMD position that requires active jump status ("J" prefix AFSC or AFSC 1TXXX), or in training leading to award of rating, or attached to another US military unit requiring active parachute duty.

7.6.2.2. Publish a new AO to change a termination date. When the effective period of the order expires, remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP--Flying/Jump requirement terminated).

**NOTE:**

Aircrew members cannot log flying time when the purpose for flying is to make a proficiency sustaining jump.

**7.7. Termination of Parachutist Service.** Remove parachutists from parachute duty when the jump requirement no longer exists, their AOs are terminated, or they are suspended or disqualified. Since termination of parachute duty results in loss of incentive pay, provide as much notice as possible. The HOSM office, in coordination with MPF, must notify parachutists if termination of parachute duty is due to assignment actions. However, the commander must also advise the member and HOSM office if other cause exists to terminate the member's jump status.

7.7.1. Supersede AOs when:

7.7.1.1. The Air Force reassigns the member PCA or PCS to a position that does not require active jump status. In the case of losing HOSM office oversight, the gaining HOSM office ensures the AO is superseded on arrival.

**NOTE:**

Do not supersede an AO if the member is TDY and will return to parachutist duty on completion. (**EXCEPTION:** Operation Bootstrap)

7.7.1.2. The member retires or separates (include effective date of retirement or separation).

**NOTE:**

Publish a new AO to change the termination date for parachutists discharged and immediately reenlisted without incurring a break in service. The new AO is not to terminate the previous order, but to extend its termination date. Therefore, the member can continue to credit previous jumps to meet DOD 7000.14-R, Vol 7, Part A, jump requirements.

7.7.2. Disqualification. Commanders may disqualify anyone from performing parachute duty and procedures are similar for rated, nonrated aircrew member, and parachutists.

**7.8. Permanent Disqualification Actions.** HOSM offices should ensure a copy of the disqualification AO is forwarded to MPF.

7.8.1. Failure to Satisfactorily Perform Jump Duty. A commander may disqualify a member for the refusal to jump or failure to satisfactorily perform. The commander will assign ASC 05 (Disqualified - Failure to Maintain Proficiency Standards).



7.8.2. Voluntary Termination of Aviation Service. Any parachutist may request termination of parachute duty by submitting a voluntary request for disqualification according to Attachment 12. Approval results in permanent disqualification.

7.8.2.1. The commander may suspend (ASC 04) the member's jump status pending final action. Include a copy of the suspension order with the member's request. If not suspended, the member will continue to perform parachute duties.

7.8.2.2. Permanent disqualification should be used when the member no longer desires to jump, has been selected for assignment to jump duties and requests disqualification, or if the commander determines the situation warrants permanent disqualification.

7.8.2.3. Forward the voluntary request through command channels to the MAJCOM for final approval. If approved, the MAJCOM directs the member's HOSM office to publish an AO removing suspension and imposing disqualification. Assign ASC 08 (Disqualified-voluntary request.)

7.8.3. Substantiated Drug Abuse. When a member is implicated in drug abuse the commander assigns ASC 04 (Suspended - Disqualification Pending). While the investigation is ongoing, assign ASC 04.

7.8.4. Prohibiting the Wear of the Parachutist Badge. The unit commander recommends and the MAJCOM approves the recommendation to prohibit wear of the Parachutist Badge. Member may lose the right to wear the parachutist badge by refusing to jump or requesting removal from jump status with less than 18 months of jump duty. The AO revoking parachute jump status must show the specific reason for removal.

**7.9. Nonpermanent Disqualification Actions.** Disqualify parachutists in the same manner as nonrated aircrew members for Failure to Maintain Medical Fitness and Failure to Maintain Medical Certification. Use the DOD 7000.14-R, Vol 7, Part A, paragraph 20303 or 20304 to determine entitlement. Assign ASC 06 when an individual has applied for special duty, cross-training when eligible, or if the commander determines the situation warrants non-permanent disqualification.

**7.10. Parachutist Duty Requalification.** Parachutists who are disqualified for reasons in paragraph 7.9. may be requalified when the impediment to parachute duty is removed. However, there is no Air Force obligation to requalify members. Base approval on needs of the Air Force. If the member is no longer assigned to a parachutist duty position, the member submits a request ([Attachment 13](#)) according to AFI 36-2110.

**7.11. Parachutist Position Validation.** Do not assign members to parachute duty unless the member's designated UMD position requires active jump status ("J" prefix AFSC or AFSC 1TXXX). Forward requests for new parachutist duty positions through MAJCOM channels to AF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. The authorized manning level for each parachutist position determines the number of members authorized jump status at any given time. MAJCOMs should establish procedures to make sure units do not exceed authorized manpower levels. When the mission dictates, commanders may authorize temporary jump status (180 days or less) for parachutist qualified personnel who are not assigned to designated "J" positions (e.g., to support an airborne exercise, an individual is placed on AOs only for the period of the exercise.). Submit justification for this action to the MAJCOM for approval. Forward a copy of the AO to HQ USAF/XOOT.

**NOTE:**

After award of a parachutist rating, assign the "J" prefix to the member's DAFSC (except for Air Force Academy cadets). This normally matches the "J" prefixed UMD position. The "J" prefix is kept on the primary, secondary, or additional AFSC for officers and primary, secondary, or additional AFSC for enlisted members as long as the member remains qualified, even though the requirement for parachute jump duties may end. When the parachutist also holds an "C" prefix (commander) place a statement on the AO indicating the member occupies a "J" prefix position.

**7.12. Funding for Parachutists Requirements.** The Air Force budgets funds as a result of validation of parachutist requirement and award of the "J" prefix. The number of parachutist positions authorized on the UMD determines the incentive pay allocation. Unit commanders must closely monitor UMD authorizations to ensure the minimum number of people are authorized jump status. MPFs must make sure authorized manning levels are not exceeded.

**Table 7.1. Mandatory Requirements for Award of Parachutist Ratings.**

LINE	A	B	C	D	E
	Rating (Note 1)	Months of Service and Formal Training (Note 2)	Number of Jumps (Notes 3, 4, and 5)	Application Required	Other Requirements and Remarks (Note 6)
1	Basic Parachutist	See Chapter 7	None	Yes	Qualified in DAFSC A/K/M 1T2X0 or performing in P prefix DAFSC or as approved by MAJCOM and medically qualified
2	Senior Parachutist	Served on jump status for a total of 24 months with an organization assigned a parachute jump mission	30	Yes	Parachutist who are disqualified from parachute duty before fulfilling award criteria are not eligible for advanced ratings
3	Master Parachutist	Served on jump status for a total of 36 months with an organization assigned a parachute jump mission	65	Yes	

**NOTES:**

1. For award of advanced ratings, parachutists must be on jump status.
2. To earn a month of badge credit, members must meet DOD 7000.14-R, Vol 7, Part A, performance requirements for that month. A month of HDIP entitlement normally equals a month of badge credit. Months need not be consecutive.

3. The 30 jumps must include: (1) Two jumps during the hours of darkness; (2) Fifteen jumps with operational equipment as prescribed by MAJCOMs; (3) Two jumps with an operational unit that ended in an airborne assault or operational problem (real or training), or four test jumps with experimental equipment; (4) One night deployment performing primary jumpmaster duties; and (5) Made seven jumps performing as primary jumpmaster.
4. The 65 jumps must include: (1) Four jumps during the hours of darkness; (2) Twenty-five jumps with operational equipment as prescribed by the MAJCOM; (3) Five jumps with an operational unit that ended in an airborne assault or operational problem (real or training), or ten test jumps with experimental equipment; (4) Two night deployments performing primary jumpmaster duties; and (5) Made fifteen jumps performing as primary jumpmaster.
5. Do not count non-military jumps towards an individual's total jumps

## Chapter 8

### AVIATION AND PARACHUTIST BADGES

**8.1. Basic Policy.** The USAF allows the wear and award of basic aviation and parachutist badges to USAF members and members of other military services who complete the USAF training that qualifies them for the badge. The Air Force also awards badges to members who complete training conducted by other US Military services leading to aviation and parachutist service in the US Air Force. Former members of other US military services are eligible for the basic USAF pilot, navigator, or observer aviation badges if qualified for USAF aviation service by an Aeronautical Rating Board (ARB).

**8.2. Specific Guidelines.** Commanders must make every effort to maintain the prestige and tradition of USAF aviation and parachutist badges.

8.2.1. Presenting badges is not an appropriate method of recognizing meritorious service, achievement, or international friendship.

8.2.2. Rated officers are not eligible for nonrated aviation badges.

8.2.3. Except as noted in AFI 36-2903, Air Force members will not wear badges of other US or foreign military services.

**8.3. Award of Rated Aviation Badges to US Air Force Officers.** The USAF rated aviation badges correspond to USAF aeronautical ratings. Individuals must meet all applicable eligibility criteria listed in [Table 8.1](#). The aeronautical order (AO) awarding the aeronautical rating constitutes authority to wear the badge.

**8.4. Award of Aircrew Member Badges to US Air Force Members.** Both USAF nonrated officers and enlisted members may qualify for aircrew member badges.

8.4.1. Nonrated officers may wear the officer aircrew member badge when assigned to and performing aircrew member duties in an aircrew prefixed (X, K, F, or Q) Duty Air Force Specialty Code (DAFSC) as listed in AFI 65-503, Attachment 36-1.

8.4.2. Enlisted personnel may wear the airman aircrew member badge when assigned to and performing aircrew duties in an aircrew prefixed (X, K, or Q) DAFSC or Special Duty Identifier (SDI) as listed in AFI 65-503, Attachment 36-1. (Exception: Personnel in AFSCs 1AXXX may wear the aircrew member badge upon graduation from an AFSC awarding course leading to a career in aircrew operations.)

8.4.3. The current personnel action assigning a member to a DAFSC listed in AFI 65-503, Attachment 36-1, or Aeronautical Order designating aviation service as a crewmember is the documentation authority to wear the basic aircrew member badge. This does not constitute permanent award. When no longer assigned to an active aircrew duty position, the aircrew badge can only be worn if the member:

8.4.3.1. Was assigned to and performed primary duty as an aircrew member, in Aviation Service Code (ASC) 9D (Active Aviation Service) or 9W (Weapons Director), for a total of 12 months or

8.4.3.2. Was medically disqualified for further performance of aircrew member duty as a result of wounds received in action while in a designated combat zone and performing primary duty as an aircrew member or

8.4.3.3. Was medically disqualified for further performance of aircrew member duty as a result of injuries received in an aircraft accident while performing primary duty as an aircrew member or

8.4.3.4. Participated in no less than 10 combat missions as a primary aircrew member in a designated combat zone (Combat support missions are not qualifying for purposes of this computation. See AFI 11-401 for explanation of missions) or

8.4.3.5. Was assigned to perform aircrew member duties and completed a minimum of one operational mission in space (50 miles above the earth). In addition to eligibility for permanent award of the aircrew member badge, the individual is eligible for the astronaut qualifier. Submit application for award of the astronaut qualifier (Attachment 2).

8.4.4. Permanent Award. Eligible members must apply for permanent award of aircrew member badges. Prepare applications for permanent award in accordance with attachment 14. Forward applications to the local HOSM office who will verify eligibility requirements and process the application IAW Table 8.1. Personnel assigned to the Aircrew Operations Career Fields in AFSCs 1AXXX will be permanently awarded the basic aircrew member badge after they have successfully completed their initial qualification training standardization/evaluation requirements. The training unit or individual home unit will direct the responsible HOSM to publish an AO permanently awarding the badge.

**8.4.4. (AFRC)** Members may apply for any badge for which they are eligible. Members may apply for two or more badges if qualified. Prepare and submit separate applications for each badge according to attachment 14 of the basic instruction. For multiple applications, include attachment explaining reason for this action.

8.4.5. Nonrated officers who previously earned the airman aircrew member badge may continue to wear it. Credit time logged as an enlisted aircrew member towards award of the officer aircrew member badge. However, nonrated officers will not wear the officer aircrew member badge until they have been assigned to an nonrated officer aircrew position.

8.4.6. Operational support flyers cannot wear an aviation badge unless permanently awarded a badge as a result of previous aircrew duty. Do not count any time accrued as an operational support flyer toward the permanent award of badges. However, if an individual occupies a position that requires operational support flying and the position becomes approved for aircrew member status during the current assignment, the individual may use the prior operational support flier time to qualify for permanent award of the badge.

**8.5. Publishing Aeronautical Orders.** Publishing Aeronautical Orders. The HOSM maintaining the individual flight records publishes AOs to award basic and advanced aircrew member badges. The remarks section of each AO published must contain the specific criteria listed in paragraphs 8.4.3, 8.4.4, or table 8.1 which ever qualifies the individual for award of the badge. For example, award of the Chief Aircrew Member Badge for an individual who has at least 15 years total service and has performed duty as a crewmember for at least 120 months. The effective date will be the end of the month in which a member meets all requirements for award of the badge, unless the member is removed from status earlier in the month. In that case, it will be the date of removal, if the member meets all requirements and has met his/her pro rata share of flying hours IAW the DoDPM.

**8.6. Award of the Flight Nurse Badge to US Air Force Officers.** Award of the Flight Nurse Badge to US Air Force Officers. Flight nurses may wear the flight nurse badge when assigned to and performing aircrew member duties in an aircrew prefixed DAFSC as listed in AFI 65-503, attachment 36-1. This is not permanent award.

8.6.1. Eligible members must apply for permanent award after 12 months of active flying. Prepare applications according to Attachment 15. Forward applications to the local HOSM office who will verify eligibility requirements and process application IAW Table 8.1.

**8.7. Prohibiting the Wear of Aviation Badges.** Rated and nonrated aircrew members earn the privilege of permanently wearing aviation badges by completing USAF or USAF-equivalent training and/or by performing requisite periods of flying duty. In most cases, members may continue to wear badges even if disqualified for aviation service. However, situations may arise where the continued wear of aviation badges may be inappropriate. To ensure a consistent policy, adhere to the following guidance:

8.7.1. Commanders at any review level may recommend prohibiting wear of a rated badge if an officer is dismissed from the Air Force and subsequently disqualified for aviation service as a result of a failure to maintain professional standards. In all cases, prohibit individuals from wearing the badge if they are administratively disqualified for fear of flying or if they refuse to fly, or exhibit cowardice in combat.

8.7.2. An FEB, or any authority in the FEB review process, may recommend removal of a badge. MAJCOM commanders are the final approval authority regarding removal of a badge.

8.7.3. Commanders authorized to award nonrated aircrew member badges may prohibit wear by publishing an AO.

**8.8. Posthumous Award of Aviation Badges.** Commanders authorized to award aviation badges may posthumously award the appropriate badge to individuals who die in an aviation accident which occurred during training leading to award of an aviation badge.

**8.9. Award of Aviation Badges to Members of Other US Military Services or Foreign Military Services--Graduates From USAF Training Programs.** Commanders may present basic aviation badges to members of other US military services, foreign military services, or civilians who successfully complete a USAF training course which would result in award of a basic badge to USAF personnel. Announce the award in an appropriate certificate which recognizes training completion and the basic badge award instead of an aeronautical order.

8.9.1. The Chief of Staff, USAF, approves award of advanced pilot, navigator, observer, or flight surgeon badges for members of foreign military services who meet [Table 8.1](#) criteria.

8.9.1.1. The US Air Force Attaché, Chief of US Air Force Mission, or Chief of US Air Force Section Chief (MAAG) residing in the host country, request rated aviation badges for foreign military. Submit request in letter format through the International Affairs Division (SAF/IA), Washington DC 20330-1010, to HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734. Forward requests for award of the senior or chief flight surgeon badge to SAF/IA, HQ AFMOA/SGP, Bolling AFB, DC 20332-5113, and HQ AFMPC/DPMROY, Randolph AFB TX 78150-4734, in turn. Requesting official verifies the:

8.9.1.1.1. Name and grade of applicant.

8.9.1.1.2. Statement that applicant is currently and actively qualified as flying member of the foreign military force.

8.9.1.1.3. Name of the base where the applicant completed USAF undergraduate pilot or navigator training, and the month and year of graduation. For flight surgeon badges, specify the date the applicant completed the Aerospace Medicine Primary Course (B30BY9351) or the Advanced Aerospace Medicine for International Medical Officers Course (B3FAY9356).

8.9.1.1.4. Statement that the US Air Force awarded the basic badge to the individual as a result of completing a US Air Force formal course of flying training. (For pilots only: Statement that the applicant possesses flying qualifications comparable to those required for US Air Force instrument qualification.)

8.9.1.1.5. Total military flying hours.

**8.10. Award of Advanced Aviation Badges to Members of Foreign Military Services--Graduates From Equivalent Training.** The Chief of Staff, USAF, may award advanced aviation badges (pilot, navigator, flight surgeon) to members of foreign military services who graduated from courses considered equivalent to USAF undergraduate flying training programs. The eligibility criteria (years of service, flying hours, medical qualification, and active military flying qualification) are the same as in [Table 8.1](#). The exclusive USAF approval authority for award and presentation of advanced aviation badges is the Chief of Staff, USAF. Requests for exceptions to this policy are not appropriate.

**Table 8.1. Mandatory Requirements For Award of Aviation Badges.**

LINE	A	B	C	D	E
	Type of Badge	Years of Service and Formal Training (See Notes 2 & 3)	Months of Operational Flying Duty or Flying Time	Application Required	Other Requirements and Remarks
1	Basic and Advanced Badges (Rated)	Refer to Chapter 2 and Table 2.1			
2	Officer or Airman Aircrew Member	See Chapter 8	No	For permanent award only, See Chap 2 exceptions	For Officers: Currently assigned to aircrew prefixed (F, X, K, or Q) DAFSC and medically qualified for Flying Class III
3					For Enlisted: Currently qualified in DAFSC 1AXXX or performing in prefixed (X, K, or Q) DAFSC and medically qualified for Flying Class III

4	Senior Air-crew Member	Permanent award of basic badge and completed at least 7 years total service and performed crewmember duty for a total of 60 months. (Airman must have at least a 5-skill as crew-member.)		Yes	Officers and airmen who are disqualified from aviation service before fulfilling award criteria are not eligible for advanced badges
5	Master or Chief aircrew member (Note 1)	Permanent award of basic badge and completed at least 15 years total service and performed crew- member duty for a total of 120 months. (Airman must have at least a 7-skill as crew-member.)		Yes	Officers and airmen disqualified from aviation service are not eligible for advanced badges
6	Flight Nurse	Successfully completed course 83OLY9761 at the USAFSAM		Yes	Completion of 12 months active flying
7	Senior Flight Nurse	Permanent award of basic badge and have at least 7 years of total military service	36 months of operational flying duty or 500 hours as a flight Nurse	Yes	Nurses disqualified from aviation service are not eligible for advanced badges.
8	Chief Flight Nurse	Permanent award of basic badge and have at least 15 years of total military service	72 months of operational flying duty or 1000 hours logged as a flight nurse	Yes	Approved by MAJ-COM/SG. Nurses disqualified from aviation service are not eligible for advanced badges

























**NOTES:**

1. Master applies to officer badges and Chief applies to airman badge.
2. Total service includes both active and reserve time. Crewmember duty only includes time performed in ASC 9D or 9W.



3. To earn a month of badge credit, members must meet DoD 7000.14-R, Vol 7, Part A, flight performance requirements for that month. DoD 7000.14-R, Vol 7, Part A, sets the minimum at four hours for active duty (DoDPM, Part 2) and 2 hours (includes inactive time requirement) for Air Reserve Components (ARCs) per calendar month, or a prorata share for lesser periods. A month of HDIP entitlement equals a month of badge credit. Months need not be consecutive.
4. **(Added-AFRC)** Chief Flight Nurse badge is approved by the local HOSM.

**Table 8.2. Air Force Badges.**

		
COMMAND PILOT	SENIOR PILOT	PILOT
		
MASTER NAVIGATOR OR MASTER AIRCRAFT OBSERVER	SENIOR NAVIGATOR OR SENIOR AIRCRAFT OBSERVER	NAVIGATOR OR AIRCRAFT OBSERVER
		
CHIEF FLIGHT SURGEON	SENIOR FLIGHT SURGEON	FLIGHT SURGEON
		
CHIEF FLIGHT NURSE	SENIOR FLIGHT NURSE	FLIGHT NURSE
		
MASTER OFFICER AIRCREW MEMBER	SENIOR OFFICER AIRCREW MEMBER	OFFICER AIRCREW MEMBER
		
CHIEF ENLISTED AIRCREW MEMBER	SENIOR ENLISTED AIRCREW MEMBER	ENLISTED AIRCREW MEMBER
		
COMMAND PILOT ASTRONAUT	SENIOR PILOT ASTRONAUT	PILOT ASTRONAUT
		
MASTER PARACHUTIST	SENIOR PARACHUTIST	PARACHUTIST

\*NOTE: Badges may be chrome or highly polished.



ASTRONAUT DESIGNATOR  
(This design is embossed on top of badge member is awarded.)

JOHN P. JUMPER, Lt General, USAF  
DCS/Plans and Operations

## Attachment 1

### GLOSSARY OF TERMS

#### *Terms*

**Aeronautical Rating Board (ARB)**—A board of rated officers tasked to review the professional flying credentials of officers whose undergraduate flight training was conducted by another US Military Service. The ARB makes recommendations to higher authorities on the individual's potential for award of a USAF aeronautical rating.

**Aviation Service**—"Aviation service" applies to all USAF and ARC members required to maintain flying skills and perform essential in-flight duties. Policy distinguishes between rated officers, nonrated aircrew members (officer and enlisted), and operational support fliers. Differences regarding qualifications, termination, and entitlements show varying degrees of aviation career involvement. Nonetheless, all members must be professionally and physically qualified and on an AO requiring frequent and regular flight.

**Aviation Service Code (ASC)**—An ASC is a two-character code indicating incentive pay entitlement and flying status. (Refer to AFI 11-401)

**Command Channels**—Aviation service matters are usually processed in the chain of command within the MAJCOM the individual is assigned for flying. Actions enter command channels through the Host Operations System Management (HOSM) office. If an individual is attached for flying, this may require the commander of a unit under one MAJCOM to initiate the action and command channels of another MAJCOM to complete the review process.

**Commander**—"Commander" refers to a wing commander (or comparable level) of a flying unit to which an individual is assigned or attached for flying. If an individual is geographically separated from the wing, authority may be delegated to a group or squadron level.

**Disqualification of Member**—When no longer medically or professionally qualified to perform aviation service, a member is disqualified. Disqualification terminates flying incentive pay.

**Flying Evaluation Board (FEB)**—An administrative, fact-finding proceeding designed to ensure the quality control of the rated force. A board consists of rated officers who are qualified for aviation service and are serving in an active ASC. Board members examine a rated officer's professional qualification for aviation service, evaluate potential for use in future rated duties, and make recommendations to higher authorities.

**Frequent and Regular**—"Frequent and regular" is a DOD 7000.14-R, Vol 7, Part A, term which establishes the minimum monthly flight requirements to be entitled to conditional Aviation Career Incentive Pay (ACIP) or Hazardous Duty Incentive Pay (HDIP). The DOD 7000.14-R, Vol 7, Part A, sets the minimum at four hours for active duty (DODPM, Part 2) and 2 hours for Air Reserve Components (ARC) per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform in-flight duties.

**In-flight Duties**—In-flight duties are duties essential to the operation of specified aircraft, i.e., essential to the in-flight mission, test, operation, or maintenance of the aircraft, or the in-flight test, operation, or maintenance of aircraft-installed equipment basic to the mission of the aircraft.

**Man-Year**—A specific budgetary obligation of funds to support payment of incentive pay for one individual for one fiscal year. HQ USAF/XOOT allocates man-years and fractions of man-years for each approved aviation service duty requirement. Commanders can supply man-years as one individual for one year, three individuals for four months, two individuals for six months and so forth.

**Nonrated Aircrew Member**—A nonrated aircrew member is an officer or enlisted member qualified for aviation service and assigned to an approved position to perform in-flight duties on a full-time basis. They are responsible for the safe ground and flight operation of the aircraft and onboard systems.

**Nonrated Career Aviators**—AFI 65-503 identifies authorized aircrew positions and individuals must hold the correct Air Force Specialty Code (AFSC) and AFSC prefix (when appropriate). HQ USAF considers aircrew members in the 1AXXX (Airman Aircrew Operations) career fields to be career aviators.

**Operational Support Flier**—An individual whose primary, full time duty does not require flying. However, the Air Force may require these individuals to fly on an occasional basis in order to perform a specific, essential in-flight duty which a regularly assigned aircrew/mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Commanders must place operational support fliers on aeronautical orders for them to receive hazardous duty pay.

**Rated Aircrew Member**—A rated aircrew member is a commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, navigators, observers, and flight surgeons. Only USAF or USAF-approved rated officers are entitled to ACIP or HDIP.

**Suspension of Member**—Suspension is a temporary termination of aviation service while a member's future aviation service is under review. Suspension stops flying incentive pay until the member's aviation status is resolved. Under the DOD 7000.14-R, Vol 7, Part A, if a member remains qualified for aviation service, their commander removes the suspension and restores the member's back pay for all or part of the suspension.

## **Attachment 2**

### **APPLICATION FOR ASTRONAUT QUALIFIER**

MEMORANDUM FOR (functional address symbol/(major command) (See note)

FROM: (functional address symbol)

SUBJECT: Application for Astronaut Qualifier

1. Request award of the (current aeronautical rating) astronaut qualifier.
2. The following supports this application:
  - a. Applicant's full name, grade, and SSN.
  - b. Applicant's military address.
  - c. Copy of aeronautical order awarding current rating.
  - d. Qualifying flight.

(signature)

(typed name, grade, USAF)

Attachment:

Aeronautical Order

### Attachment 3

## REQUEST FOR APPEARANCE BEFORE AN AERONAUTICAL RATING BOARD

MEMORANDUM FOR (Functional address of immediate commander or convening authority)

FROM: (Applicant's name, functional address)

SUBJECT: Request for Appearance/Waiver of Appearance Before an Aeronautical Rating Board

1. I request (an appearance before an Aeronautical Rating Board) (a waiver of appearance before an Aeronautical Rating Board) leading to the award of the USAF (pilot/navigator/observer) aeronautical rating. I understand the request will only be approved if an operational flying duty position exists. If granted the rating, I will be considered qualified to perform all flying duties required of a USAF rated officer of comparable training and experience.

2. The following information supports my application:

a. Current Aviation Designation Orders.

b. Summary of Military Flying Training. (Include copies of orders or certificates that verify successful completion of all formal courses of flying training. If possible, include course names or titles, course numbers, class numbers, dates, and bases or facilities where training was accomplished.)

c. Aviation Service Orders. (Official military document(s) that show current qualification to perform duties in the aeronautical specialty, qualification at the time of separation from the military, or termination of military status that required flying duty.)

d. Medical Records. (SF Form 88, Report of Medical Examination, and SF Form 93, Report of Medical History, certifying medical qualification for flying duty in the requested rating, completed within the past year.)

e. Military Flying Record. (A record of all military flying time. Include a breakout of hours flown, including undergraduate flight training, by aircraft type, total time in each aircraft by primary, secondary, instructor, or evaluator hours, and date of last flight. This record may be a typed list or a copy of an official document showing the information. In either case, the record should be certified by an air operations officer or equivalent.) **(AFRC)** For Navy and Marine inter-service transfers: Submit a copy of the most recent Statement of Individual Flight Activity (SIFA) and certified copies of extracts from the members log book (to verify flying activity completed after date of last SIFA to present) as source documents to validate the typed list showing the required aircraft flying hour breakout.

f. Duty History. (A brief resume of military flying service to include time at various installations, aircraft in which qualified, and highest aircrew qualification attained in each period and aircraft.)

g. Service Documentation. (Copies of official documents that reflect the dates of commissioning, appointments, separations, and discharges.) **(AFRC)** ARC applicants must make every attempt to furnish all required documentation. If documentation can not be retrieved, member must sign a statement stating that all efforts to retrieve the required service documentation have been exhausted. **NOTE:** as a minimum, member must furnish DD Form 214, **Certificate of Release or Discharge from Active Duty**,

AF Form 1288, **Application for Ready Reserve**, and indicate date last held while on active duty in their statement.

**NOTE:** Active duty applicants should submit a copy of a leave and earning statement. These documents will be used to establish OSD and ASD dates.)

h. Statement of Aviation Service Qualification. (Statement by the applicant that he or she has never been disqualified for aviation service for cause.)

i. Statement of Aviation Service Accidents. (Statement by the applicant summarizing any accidents in which he or she was involved as a crewmember, or negative statement if applicable.)

j. Assignment Limitation Statement. (Former helicopter- only pilots must include the following statement: "If approved for award of the USAF pilot aeronautical rating, I understand I cannot be assigned to an active flying position in other than helicopters. I understand this restriction will remain in effect until I complete USAF Undergraduate Pilot Training or Fixed-Wing Qualification Training.")

k. Summary of Civilian Flying Since Separation From Active Duty. (Include record of civilian flying time by type aircraft and date of last flight if applicable.)

(signature of applicant)

(typed name, grade, SSN)

Attachments:

List Attachments



## **Attachment 4**

### **REQUEST FOR VOLUNTARY DISQUALIFICATION FOR AVIATION SERVICE**

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)

SUBJECT: Request for Voluntary Disqualification for Aviation Service

1. I voluntarily request disqualification for aviation service. I understand voluntary disqualification for aviation service is permanent.
2. The following information supports this request:
  - a. Current AFSC, duty title, aviation service code, and military address:
  - b. Date of current aeronautical rating or aviation service:
  - c. Flying time during past 12 months:
  - d. Nonrated Air Force specialty:
  - e. A copy of the last sheet of my individual flight record (IFR) and a copy of my records review report of individual personnel (RIP).
  - f. I request disqualification for the following reasons:

(Applicant's Signature)

(Applicant's Typed Name, Grade, SSN)

Attachments:

As Required

1st Ind, (Functional Address Symbol/Name of Immediate Commander)

TO: (Functional Address Symbol of Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification for aviation service.
2. Applicant (is) (is not) awaiting trial by court-martial.
3. Applicant (is) (is not ) being considered for (voluntary) (involuntary) separation.
4. Applicant (is)(is not) (projected) (selected) for assignment to an aircrew or rated position.

5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.

6. I have interviewed the officer making this request and I believe granting this request (is)(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's Typed Name, Grade, SSN)

(Duty Title)

Attachments:

As Required

## **Attachment 5**

### **NOTIFYING INDIVIDUAL OF REVIEW OF AVIATION SERVICE STATUS RESULTING FROM PRP DECERTIFICATION**

MEMORANDUM FOR (Functional Address Symbol, Name of Individual)

FROM: (Functional Address Symbol of Individual's Unit Commander)

SUBJECT: Review of Aviation Status As a Result of PRP Decertification

1. As a result of your decertification from the personnel reliability program (PRP), the Air Force must make a determination regarding your continued aviation status.
2. I intend to recommend that you (remain qualified) (be disqualified) for aviation service based upon the following: (Provide the rationale for the recommendation).
3. You have 14 days to provide statements or documents on your behalf. I will forward all documentation, including those you provide, for review and further recommendations concerning your future aviation status. HQ (MAJCOM) will make the final determination.
4. Acknowledge receipt of this letter and return it to me within two working days.

Commander's Signature)

(Commander's Typed Name, Grade, SSN)

(Duty Title)

Attachments:

As Required

1st Ind, (Name of Individual)

TO: (Commander's Functional Address Symbol)

I acknowledge receipt of this letter and I (do/do not) intend to submit statement or documents on my behalf.

(Individual's Signature)

(Individual's Typed Name, Grade, SSN)

## **Attachment 6**

### **REQUESTING REQUALIFICATION FOR AVIATION SERVICE**

MEMORANDUM FOR (Servicing HOSM Office)

(Commander's Functional Address Symbol)

IN TURN

FROM: (Applicant's Functional Address Symbol, Name)

SUBJECT: Request for Requalification for Aviation Service

1. According to AFI 11-402, paragraph (3.8 or 5.10, as appropriate), I request requalification for aviation service. I understand the USAF will not approve this request unless a rated position vacancy exists (needs of the Air Force), and my requalification will not become effective until I am assigned to rated duty.

2. The following information supports my request:

- a. Current duty AFSC, duty title, and military address:
- b. Previous aviation service duty AFSC and duty title:
- c. Aeronautical Orders (Atch 1). (Include copies of AOs confirming previous aviation service and imposing disqualification.)
- d. Medical Class II Examination (Atch 2). (Include a copy of current SF 88, Report of Medical Examination, and SF Form 93, Report of Medical History, completed in accordance with requirements outlined in AFMAN 48-123.)
- e. Individual Flight Record (IFR, Atch 3). (Include copy of IFR reflecting last date flown and total hours by type aircraft and those parts of the flight evaluation folder (FEF) documenting aircrew qualification history.)
- f. Additional Statements (Atch 4). (For rated officers, include a statement of involvement in any aircraft accident (military and civilian) as an aircrew member. For all, include a statement to verify the applicant did not fail to attain or maintain aircrew qualification or submit a request for voluntary disqualification for aviation service. Negative statements must be furnished, if applicable.)
- g. Active Duty Service Commitment Date:

3. I have accomplished all required actions to remove previous impediments to aviation service. Documentation of these actions is attached.

(Applicant's Signature)

(Applicant' Typed Name, Grade, SSN)

Attachments:

1. Aeronautical Orders
2. Medical Class II Examination
3. Individual Flight Record
4. Additional Statements

## Attachment 7

### REQUEST FOR REVALIDATION OR REQUALIFICATION FOR AVIATION SERVICE (ARC PERSONNEL)

MEMORANDUM FOR (HOSM Office)

(Gaining Unit Commander Functional Address Symbol)

IN TURN

FROM: Applicant's Name, Functional Address Symbol)

SUBJECT: Request for Revalidation or Requalification For Aviation Service

1. According to AFI 11-402, paragraph 3.10.2, I request that (my AOs be revalidated) (I be requalified for aviation service). This action is necessary to be considered for an assignment to (Name of Gaining Unit) as a (Duty Position, AFSC).

2. The following information supports this request:

a. Date of separation:

b. Medical Class II Examination (Atch 1). (Include a current SF 88, **Report of Medical Examination**, and SF Form 93, **Report of Medical History**, completed in accordance with requirements in AFMAN 48-123.)

c. Aeronautical Orders (Atch 2). (Include copies of all AOs awarding aeronautical ratings, suspending or disqualifying you for aviation service, or imposing restrictions on aviation service.)

d. Individual Flight Record (IFR) (Atch 3). (Include a copy of IFR showing last date flown and total flying hours by type aircraft and those parts of the flight evaluation folder (FEF) documenting aircrew qualification history.) **(AFRC)** For Navy and Marine inter-service transfers: Submit a copy of the most recent Statement of Individual Flight Activity (SIFA) and certified copies of extracts from the members log book (to verify flying activity completed after date of last SIFA to present) as source documents to validate the typed list showing the required aircraft flying hour breakout. List must be certified by the Operations Officer.

e. Civilian Flying Record (Atch 4). (Include record of civilian flying time by type aircraft and date last flown.)

f. Service Documentation (Atch 5). (Include copies of official documents that reflect the date of initial commissioning, appointments, separations or discharges (DD Form 214, **Certificate of Release or Discharge from Active Duty** (Storage Safeguard Form)). **(AFRC)** ARC applicants must make every attempt to furnish all required documentation. If documentation can not be retrieved, member must sign a statement stating that all efforts to retrieve the required service documentation have been exhausted. **NOTE:** As a minimum, member must furnish DD Form 214, **Certificate of Release or Discharge from Active Duty**, and AF Form 1288, **Application for Ready Reserve**, and indicate date last held while on active duty in their statement.



g. Additional Statements (Atch 6). (Include statement of involvement in any aircraft accident as an aircrew member, whether or not you ever met a training review board or flying evaluation board, were eliminated from a formal training course, or submitted a voluntary request for disqualification. Negative statements must be furnished, if applicable.)

(Applicant's Signature)

(Applicant's Typed Name, Grade, SSN)

Attachments:

1. Medical Examination
2. Aeronautical Orders
3. Flight Documentation
4. Civilian Flight Record
5. Service Documentation
6. Statements



## **Attachment 8**

### **REQUEST FOR HUMANITARIAN DISQUALIFICATION IN LIEU OF VOLUNTARY DIS- QUALIFICATION FOR AVIATION SERVICE**

MEMORANDUM FOR (Unit Commander's Functional Address Symbol)

FROM: (Member's Functional Address Symbol, Name)

SUBJECT: Request for Humanitarian Disqualification in Lieu of Voluntary Disqualification for Aviation Service.

1. I request humanitarian disqualification in lieu of voluntary disqualification for aviation service.
2. The following information supports my request:
  - a. Current duty AFSC, duty title, aviation service code, and military address:
  - b. Date assigned aviation service:
  - c. Flying time during the past 12 months:
  - d. Projected nonflying Air Force specialty:
  - e. A copy of the last sheet of the individual flight record (IFR) and a copy of the records review report of individual personnel (RIP).
  - f. Reasons for requesting disqualification are: (Give short summary of associated AFI 36-2110 humanitarian reassignment, deferment, or permissive reassignment action. Include the reason why participation in flying duties must be discontinued and an estimated time for resolution of the problem.)

(Member's Signature)

(Member's Type Name, Grade, SSN)

Attachments:

1. IFR
2. Records Review RIP

1st Ind, (Unit Commander's Functional Address Symbol)

TO: (MPF Functional Address Symbol)  
Servicing HOSM Office  
IN TURN

1. Applicant (is/is not) under consideration for involuntary disqualification for aviation service.
2. Applicant (is/is not) currently awaiting trial by court- martial.
3. Applicant (is/is not) currently being considered for (voluntary/involuntary) separation.
4. If the applicant is disqualified for aviation service, a replacement (will/will not) be required.
5. I interviewed the individual making this request and believe granting this request (is/is not) in the best interest of the US Air Force for the following reason:

(Unit Commander's Signature)

(Unit Commander's Typed Name, Grade, SSN)

## Attachment 9

### OPERATIONAL SUPPORT MAN-YEAR REQUEST

MEMORANDUM FOR (Servicing HOSM Office)  
(MAJCOM/DO)  
IN TURN

FROM: (Requesting Unit Commander Functional Address Symbol)

SUBJ: (Officer Operational Support Man-Year Requirements Report, RCS: HAF-X00(A&AR)8601) or  
(Airman Operational Support Man-Year Requirements Report, RCS: HAF-X00(A&AR)8602 (See Note  
1).

TO:

1. Request (annual) (supplemental) man-years for the following FY\_\_ operational support requirements:

DAFSC	Type Aircraft	Man-Years/Man-Months Requested
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Justification (Atch #)

2. All personnel affected by this request have current medical certification and physiological training.

3. The (unit) project officer is \_\_\_\_\_, DSN \_\_\_\_\_.

(Unit Commander Signature

(Unit Commander's Typed Name, Grade)

Attachment:

Justification

#### **NOTES:**

1. The 8601 report applies to officers and the 8602 to airmen. Submit officer and airman requests under separate cover letter.
2. Request minimum amount to cover known duration of requirement.
3. Unit commanders should sign requests for man-years. However, they may delegate this authority.

## **Attachment 10**

### **OPERATIONAL SUPPORT MAN-YEAR JUSTIFICATION**

Provide the following as an attachment to each man-year request to the MAJCOM. This data must justify each ops support requirement as essential to mission accomplishment. MAJCOMs will disapprove requests with insufficient justification or utilization statistics. AF/XOOT is the final approval authority for annual requests.

a. Description of in-flight duties to be performed by ops support flier and total number of individuals necessary to fulfill requirement.

b. Reason why duty cannot be performed by authorized aircrew personnel.

c. Estimated frequency and duration of flights per month.

d. Provide previous 12 months' record of flying hours and months paid per individual. If the request is for a new requirement, or there was no activity in the previous 12 months, so state and provide the tasking which generates the request.

**NOTE:** Do not use classified information.

**Attachment 11**

**APPLICATION FOR PARACHUTISTS BADGE**

MEMORANDUM FOR (Servicing HOSM Office)

FROM: (Functional Address Symbol)

SUBJ: Application for Parachutist Badge

1. Under AFI 11-402, paragraph 7.4., request award of (basic, senior, master,) parachutist's badge.
2. I submit the following for this application:
  - a. Applicant's full name, grade, SSN.
  - b. Military address of applicant.
  - c. Current duty, primary, and control AFSC.
  - d. Personnel assignment action or aeronautical order.
  - e. Date current flying Class III physical will expire:
  - f. Date and place of parachutist's training:
  - g. Number of jumps performed:
  - h. Inclusive date of parachutist's duty/training.

<u>From</u>	<u>To</u>	<u>AFSC</u>	<u>Duty Description</u>
-------------	-----------	-------------	-------------------------

(signature)

(typed name, grade, USAF, SSN)

Attachments:

1. Aeronautical Order
2. Certificate of training

1st IND

(Squadron Operations Officer military address)

Member is assigned to position number\_\_\_\_\_of the unit manning document with an effective date of\_\_\_\_\_.

(Signature element)

## **Attachment 12**

### **REQUEST FOR VOLUNTARY DISQUALIFICATION FROM PARACHUTIST DUTY**

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)

SUBJECT: Request for Voluntary Disqualification From Parachutist Duty

1. I voluntarily request disqualification from parachutist duty. I understand voluntary disqualification from parachutist duty is permanent.

2. The following information supports this request:

- a. Current AFSC, duty title, aviation service code, and military address:
- b. Date of current parachutist rating:
- c. Total months performing parachutist duty:
- d. A copy of my AF Form 922 and copy of my records review report of individual personnel (RIP).
- e. I request disqualification for the following reasons:

(Applicant's Signature)

(Applicant's Typed Name, Grade, SSN)

Attachment(s):

As Required

1st Ind, (Functional Address Symbol/Name of Immediate Commander or Designated Representative)

TO: (Functional Address Symbol of Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification from parachute duty.
2. Applicant (is) (is not) awaiting trial by courts-martial.
3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is) (is not) (projected) (selected) for assignment to a parachutist duty position.
5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.
6. I have interviewed the applicant making this request and I believe granting this request (is) (is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's Typed Name, Grade, SSN)

(Duty Title)

Attachment(s)

As Required



## Attachment 13

### REQUEST FOR REQUALIFICATION FOR PARACHUTE DUTY

MEMORANDUM FOR (Servicing HOSM Office)

(Commander's Functional Address Symbol)

IN TURN

FROM: (Applicant's Functional Address Symbol, Name)

SUBJ: Request for Requalification for Parachute Duty

1. According to AFI 11-402, paragraph 7.10., I request requalification for parachute duty. I understand the USAF will not approve this request unless a parachute duty position vacancy exists (needs of the Air Force), and my requalification will not become effective until I am assigned to a parachute duty position.

2. The following information supports my request:

- a. Current duty AFSC, duty title, and military address:
- b. Previous parachute jump status duty AFSC/Duty Title:
- c. Aeronautical Orders (Atch 1). (Include copies of AOs confirming previous parachute duty and imposing disqualification.)
- d. Medical Examination (Atch 2). (Include a copy of current SF 88, **Report of Medical Examination**, and SF 93, **Report of Medical History**, completed in accordance with requirements outlined in AFMAN 48-123.)
- e. AF Form 922, **Individual Jump Record** (Atch 3). (Include a copy of AF Form 922 with all sections current. The record should include the date of last parachute jump.)
- f. Additional Statements (Atch 4). Include a statement to verify the applicant did not fail to attain or maintain parachute qualification or submit a request for voluntary disqualification for aviation service. Negative statements must be furnished, if applicable.)

3. I have accomplished all required actions to remove previous impediments to aviation service. Documentation of these actions is attached.

(Applicant's Signature)

(Applicant's Typed Name, Grade, SSN)

Attachments:

1. Aeronautical Orders
2. Medical Examination
3. AF Form 922
4. Additional Statements

**Attachment 14**

**APPLICATION FOR AIRCREW MEMBER BADGE**

MEMORANDUM FOR (Servicing HOSM Office)

FROM: (Functional Address Symbol)

SUBJ: Application for Aircrew Member Badge

1. Under AFI 11-402, para 8.4.4., request award of (basic, senior, master, or chief) (officer or airman) aircrew member badge.

2. I submit the following for this application.

a. Applicant's full name, grade, SSN.

b. Military address of applicant.

c. Current duty, primary, and control AFSC.

d. Personnel assignment action or aeronautical order.

e. Date current flying Class III physical will expire:

f. Date awarded (basic or senior)(officer or airman) aircrew member badge.

g. Total active military service date-time:

h. Inclusive date of aircrew duty--B, F, K, or Q prefix DAFSC for officer, K, Q, or X prefix DAFSC or 1AXXX career field duty for enlisted members.

<u>From</u>	<u>To</u>	<u>AFSC</u>	<u>Duty Description</u>
-------------	-----------	-------------	-------------------------

(signature)

(typed name, grade, USAF, SSN)

Attachment:

Aeronautical Order

**Attachment 15**

**APPLICATION FOR FLIGHT NURSE BADGE**

MEMORANDUM FOR (Servicing HOSM Office)

FROM: (Functional Address Symbol)

SUBJ: Application for Flight Nurse Badge

1. Under AFI 11-402, para 8.6.1., request award of (basic, senior, chief) flight nurse badge.
2. I submit the following for this application:
  - a. Applicant's full name, grade, SSN.
  - b. Military address of applicant.
  - c. Current duty, primary, and AFSC.
  - d. Current aeronautical order.
  - e. Date current flying Class III physical will expire:
  - f. Date awarded (basic or senior) flight nurse badge.
  - g. Total active military service date-time: **(AFRC)** Report on Individual Person (RIP) supporting total military service date-time.
  - h. Inclusive dates of flight nurse duty -- X, K, or Q prefix DAFSC for 46FX.

<u>From</u>	<u>To</u>	<u>AFSC</u>	<u>Duty Description</u>
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(signature)

(typed name, grade, USAF, SSN)

Attachment:

Aeronautical Order

## Attachment 16

### FLYING EVALUATION BOARD PROCEDURES

#### A16.1. Initial FMO Actions:

A16.1.1. When a commander orders an officer before an FEB, the HOSM office notifies the MAJCOM and HQ AFMPC/DPMROY (for ANG officers, notify NGB/XOO, for AFRES officers, notify HQ AFRES/DOT). Include HQ AETC/XOT and XOS as an addressee when recent UFT graduates are eliminated from training for failure to meet training standards. Include the reason for convening the board; the name, grade, SSN, AFSC, rating, and unit of assignment of the respondent; the proposed date of board; and a point of contact with phone number. Coordinate with MPF to make sure the officer is not reassigned on a permanent change of station (PCS) or allowed to complete a PCS until FEB action is complete. (If the officer is on temporary duty (TDY), AFI 36-2110 applies.)

A16.1.2. Prepare orders appointing the board. Indicate aeronautical rating and ASC of each member.

**A16.2. FEB Processing.** Ensure the report is clear and legible. Erasures and additions must be initialed by the recorder or a board member.

A16.2.1. Use 8-1/2 by 11-inch paper, one side only, with a double space between questions and answers. Paragraph long questions or answers at convenient intervals. Number pages at the bottom center. Margins conform to rules for correspondence; however, allow a margin of at least 2 1/2 inches at the top of each page. At the bottom of each page in the left-hand margin, note the principal matter appearing on the page; for example, JONES/Direct/Cross/Excused, or Findings, or Explanation of Rights, or Govt EX 1/Admitted, and so forth. Use the following abbreviations to identify board members and other participants when preparing the transcript:

Senior board member	SBM
Member of the board	MEM (name)
Recorder	REC
Legal advisor	LA
Medical advisor	MA
Reporter	REP
Respondent	RESP
Respondent's counsel	RC
Witness	WIT (name)

A16.2.2. The index must contain (tab all exhibits):

- Witnesses and the page number of their testimony.
- The page number showing when each exhibit was offered and admitted.
- Proceedings must be verbatim.

A16.2.3. Preparing Copies. Send the original to the MAJCOM and a copy to the convening authority, each reviewing authority, and the respondent.

A16.2.4. Arrangement of Material. Assemble the material into sets. Arrange originals to make one set. Each set has one copy of each of the following documents filed in the order shown:

- Index of board proceedings.
- Flying Evaluation Board report.
- Exhibits.
- If volume permits, fasten all sets to the inner right side of a standard kraft folder with prong fastener. Otherwise, covers and tabs may be reproduced locally to accommodate bulky records.
- Paper clip the transmittal letter to the front of the folder.

A16.2.5. Prepare the transmittal letter for the convening authority to sign and include the following respondent information:

- Name, grade, and SSN.
- Primary and additional AFSC.
- Aeronautical rating affected.
- Additional aeronautical ratings, if applicable.

A16.2.5.1. Provisions of **Chapter 4** and specific allegations that are the basis for the officer meeting the FEB.

A16.2.5.2. On the convening authority's transmittal letter, his/her recommendation is Attachment 1 to the transmittal letter; review for legal sufficiency is Attachment 2; and the FEB report with index and exhibits, is Attachment 3.

## **Attachment 17**

### **APPOINTING MEMBERS OF A FLYING EVALUATION BOARD**

#### **DEPARTMENT OF THE AIR FORCE**

(Unit)

(Base)

#### **SPECIAL ORDERS #**

The following people are appointed members of the Flying Evaluation Board to be convened at (time and place determined by the senior board member). The purpose of the board is to examine an officer's professional qualification for aviation service, evaluate the officer's potential for future rated duties, and make recommendations to higher authorities. The order confirms the (date) verbal orders of (convening authority, unit). Authority: AFI 11-402, paragraph 4.7.

(List Board position, name, grade, SSN, unit and station of assignment, MAJCOM, aeronautical rating, and ASC of all members.)

**Attachment 18**

**CONVENING THE FLYING EVALUATION BOARD**

MEMORANDUM FOR (Senior Board Member)

Flying Evaluation Board  
(SBM's Organization)

FROM: (Convening Authority's Functional Address Symbol)

SUBJECT: Flying Evaluation Board

1. Under AFI 11-402, Chapter 4, paragraphs (appropriate paragraphs), you will convene the Flying Evaluation Board appointed by (special order, headquarters, date), on (date established by special order). The board will develop and consider evidence concerning the professional qualifications as a (aeronautical rating) of (grade, name, SSN), (organization), and will make recommendations regarding the future use of this officer in the performance of flying duties. The basis for board action is (appropriate paragraphs of AFI 11-402, Chapter 4).

2. Conduct and report all proceedings according to this instruction.

FOR THE COMMANDER

Convening Authority's Signature)

(Convening Authority's Typed Name, Grade, USAF)



## **Attachment 19**

### **NOTIFYING RESPONDENT OF FLYING EVALUATION BOARD**

MEMORANDUM FOR (Respondent's Commander Functional Address Symbol, Name of Respondent)

FROM: (Convening Authority's Functional Address Symbol)

SUBJ: Flying Evaluation Board Notification Letter (See NOTE:)

1. A Flying Evaluation Board will convene in (room and building number, hour, date), to develop and consider evidence concerning your professional qualifications as a (aeronautical rating) and make recommendations regarding your future use in flying duties. The proceedings of the board are subject to review and further recommendation by the convening authority and intermediate commanders. Final action will be determined by HQ (MAJCOM).

2. The commander has directed you meet the board under AFI 11-402, paragraphs (appropriate paragraphs). It is alleged that (state the exact reasons why the respondent is meeting the FEB).

3. The following people will be witnesses:

(Name, Grade, and Organization) or

Mr. (civilian)

4. You may be represented by counsel.

5. If you desire, the board will arrange for the presence of military witnesses who are reasonably available to testify on your behalf.

6. You will have the opportunity to examine and cross-examine witnesses, submit evidence, testify or make a statement, and submit a brief.

7. If you cannot appear before the board at the time and place specified, you may request another date or meeting place. If a delay is essential to the proper defense of your case, you may request another date or meeting place.

8. Under AFI 11-402, paragraph 4.4.6., you may submit an application for voluntary disqualification for aviation service in lieu of this Flying Evaluation Board action.

9. Acknowledge receipt of this notification by endorsement not later than (date). Your reply will include the following:

- a. A statement that the time and place for the board meeting is satisfactory, or a request that the time or place be changed. (Justification must accompany a request to reschedule the board.)
- b. A statement that you do or do not desire the board to arrange for certain persons to appear as witnesses in your behalf. Complete data on each of these witnesses must be included in your request.
- c. A statement that you do or do not desire assistance of the board in obtaining military counsel.
- d. A statement that you do or do not intend to request voluntary disqualification for aviation service in lieu of Flying Evaluation Board. If you elect to make this application, submit it within 5 work-days.

10. A copy of AFI 11-402 is attached for your use.

**NOTE:** Delete inappropriate paragraphs in FEBs for requalification or for Aeronautical Rating Boards.

(Recorder's Signature)

Attachment:

AFI 11-402

**Attachment 20**

**REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF FEB**

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)

SUBJ: Request for Voluntary Disqualification In Lieu of Flying Evaluation Board

1. In accordance with AFI 11-402, paragraph 4.4.6., I voluntarily request disqualification for aviation service in lieu of FEB. I understand voluntary disqualification for aviation service is permanent.

2. I submit the following information as required:

- a. Current duty AFSC, duty title, aviation service code, and military address:
- b. Date of current aeronautical rating or aviation service:
- c. Flying time during past 12 months:
- d. Nonrated Air Force specialty:
- e. A copy of the last sheet of my individual flight record (IFR) and a copy of my records review report of individual personnel (RIP).

(Applicant's Signature)

(Applicant's Typed Name, Grade, SSN)

Attachment(s):

As Required

1st Ind, (Functional Address Symbol/Name of Immediate Commander)

TO: (Functional Address Symbol of Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification for aviation service.
2. Applicant (is) (is not) awaiting trial by court-martial.
3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is)(is not) (projected) (selected) for assignment to an aircrew or rated position.
5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.
6. I have interviewed the officer making this request, and I believe granting this request (is)(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's Typed Name, Grade, SSN

(Duty Title)

Attachment(s);

As Required

## **Attachment 21**

### **SUGGESTED PRELIMINARY INSTRUCTIONS FOR A FLYING EVALUATION BOARD**

#### **SAMPLE**

**INTRODUCTION:** These instructions are not required but are provided as guidance for legal advisors. Do not use these instructions without modifying them to meet the existing circumstances.

LA

My duty as legal advisor is to help ensure a fair, impartial, and orderly hearing. I can make advisory rulings on the admissibility of evidence, procedural matters, and other questions and objections arising during the hearing. However, my rulings are not final. The senior board member will make the final determination. After all evidence is presented, I will advise the board on procedures to follow in closed session. Your responsibility as board members is to act as impartial fact finders. Your findings will have great significance to the respondent and the United States Air Force. Given the facts, you will have to draw conclusions, determine findings, and make recommendations concerning the disposition of this case. Your findings must be consistent with the facts and your recommendations consistent with the findings and IAW AFI 11-402. Each of you must be satisfied you can fairly and impartially hear this case. Later, you may be questioned on this point by the respondent and the respondent's counsel. If you are not convinced you can act impartially, say so now.

(Let the record reflect a negative response.)

The recorder will present evidence concerning the reasons for convening the board. When the recorder's presentation is concluded, the respondent, with the assistance of counsel, has the right to submit additional evidence. Evidence consists only of documents and testimony admitted before you. Disregard extraneous matters and evidence excluded by the senior board member. When evaluating the evidence, use the training and experience you have gathered throughout your careers.

Examination of witnesses is conducted first by the party calling the witness. After direct examination, cross-examination may follow. After questioning by both the recorder and the respondent's counsel, members of the board may ask questions. In addition, members of the board may call witnesses before the board if they feel those witnesses have information which is relevant. The same is true of documentary evidence. You should exercise caution in this area. It is sometimes easy to become overzealous and forget or ignore the responsibility to remain impartial. If it is necessary to ask questions, confine your questions to matters before the board.

It is a good idea to take notes as the testimony proceeds. The notes are invaluable in your later deliberations and they help avoid repetitive questioning.

When you wish to ask a question, please identify yourself so the reporter may identify you for the record. Members of the board are prohibited from making off-the-record statements. If comment on a witness' testimony is necessary, the recorder or respondent's counsel may refer to it in final argument or the board members are not bound by the formal rules of evidence prescribed for deliberations. Finally, administrative boards are not bound by the formal rules of evidence prescribed for trials by court-martial. All evidence should be considered reliable.

Are there any questions?

END OF PRELIMINARY INSTRUCTIONS

## **Attachment 22**

### **CHALLENGE PROCEEDINGS**

#### **SAMPLE**

REC (continuing to address respondent)

Q. Who do you challenge and what are the grounds for challenge?

A.

(Respondent may be questioned by his or her counsel, the voting members, and the recorder of the board. Limit questions to the grounds of the challenge.)

REC (addressing challenge member)

Q. Do you want to make a statement regarding the challenge?

A.

(Challenged member may be questioned by the respondent, the respondent's counsel, all voting members, and the recorder.) When it is clear the member cannot conscientiously participate or the challenge would be unanimously sustained, the senior board member should state:

SBM

Provided no voting member objects, (grade and name) is excused.

**NOTE:** If the challenge is disputed, the senior board member states:

SBM

This session will be closed to consider the challenge. (Session is closed. Respondent, his or her counsel, and the challenged member withdraw. Determination is made by majority vote of the voting members; a tie disqualifies the member challenged.)

(Session opens.)

SBM

The board is open. The challenge (is/is not) sustained.

**NOTE:** If the challenge is sustained, the challenged member is excused and the action is noted in the record. The remaining members constitute the board unless additional members are necessary to constitute a quorum. If a challenge reduces the number of members below a quorum (three), the board will recess until additional members are obtained. If alternate members must be obtained, all proceedings will be read to the new member in the presence of the respondent and his/her counsel. Give the respondent the opportunity to challenge the new member for cause.

END OF CHALLENGE PROCEEDINGS



## **Attachment 23**

### **PROCEDURE FOR CIVILIAN WITNESS**

REC (if witness is a civilian)

Q. State your name and address.

A.

Q. What is your occupation and where do you work?

A.

WIT

(witness testifies)

(The witness is questioned by the recorder. The respondent or his/her counsel may cross-examine the witness. The voting members may examine the witness if any particular point requires clarification or amplification. The witness is required to identify evidence originated by him/her.)

SBM

The witness is excused.

**NOTE:** Use the same procedures for obtaining the testimony of each witness.

END OF PROCEDURE FOR CIVILIAN WITNESS

## **Attachment 24**

### **PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER**

1. Add a new basic allegation to the notification letter any time it becomes evident an addition is appropriate. This allegation will conform to one of the conditions specified in **Chapter 4**.
2. The usual procedure is for the recorder to present the proposed additional allegation as an exhibit for adoption.
3. However, the board, on its own motion, may initiate this action. The board should request the legal advisor (if appointed) or legal officer to prepare a draft allegation and, in open hearing, hand it to the recorder to process as if the recorder has initiated the allegation.
4. The following procedures are appropriate:

SBM

Consideration should be given to the addition of a new allegation to the notification letter. The legal advisor has drafted the proposed additional allegation as "Government Exhibit (no.)".

LA

I now hand to the recorder "Government Exhibit No. \_\_\_\_".

REC

The recorder moves that the board amend the notification letter to include an additional allegation. Had the commander been aware of the information, (he/she) would have included the allegation in the original notification letter.

SBM

The recorder's motion is (granted) (denied). "Government Exhibit No. \_\_\_\_ (is) (is not) accepted into evidence and the notification letter (is) (is not) amended.

SBM (to respondent)

You have up to 10 days to prepare your defense to this additional allegation. You are entitled to the maximum time. However, you may agree to a shorter time or you may continue this hearing without interruption. Consult with your counsel and state your desires.

RC

Respondent (is prepared to proceed at this time and waives further delay) or (the respondent requests \_\_\_\_ days to prepare a reply).

SBM

The respondent may present evidence on the additional allegation (or the board will adjourn until (time and date).

SBM

The board is open.

REC

Let the record show the board adjourned at (time and date), and reconvened at (time and date). All parties who were present when the board adjourned are again present.

SBM

Is the respondent prepared to present evidence concerning the additional allegation(s)?

RC

The respondent is prepared to proceed.

(Testimony will be introduced by each side according to normal procedures.)

END OF ADDITIONAL ALLEGATIONS

## **Attachment 25**

### **SUGGESTED FLYING EVALUATION BOARD CLOSING INSTRUCTIONS**

These instructions serve as a guide for legal advisors. Do not use them without modifying them to meet specific circumstances.

LA

In a few moments, you will go into closed session to determine findings and recommendations. Your objective is to determine findings based upon the facts of the case and make recommendations consistent with the findings. This information will assist the proper authority when making a final decision. Carefully phrase your findings to include the substance of the facts established by evidence and make a finding on each allegation. Do not comment on collateral matters raised by the evidence.

Findings must be specific and supported by the preponderance of evidence. A preponderance of evidence means evidence that, in your opinion, is more convincing as to its truth when compared to the opposing evidence. It does not refer to the greater number of witnesses or documents. Use your best judgment and common sense to resolve disputed or conflicting evidence. When assessing the credibility of a witness, consider all the circumstances; for example, demeanor, manner of testifying, interest in the outcome of the case, friendships, biases, and prejudices.

Voting on the findings and recommendations should be by written ballot and a majority must agree on each finding and recommendation. If necessary, you may submit a minority report. If you need additional legal assistance or there is a question regarding procedure, you may reopen the board. If the assistance is solely to put findings and recommendations into proper form, I may enter the closed session. If I enter the closed session, the recorder must be present and the proceedings become part of the transcript.

Please disregard any statements I made during these proceedings that may indicate my opinion regarding what the findings and recommendations should be. You alone are responsible for those determinations.

Are there any questions?

## **Attachment 26**

### **CHECKLIST FOR FLYING EVALUATION BOARDS**

Use this checklist to help you process the FEB. It is designed for you to use in conjunction with AFI 11-402.

#### **CONVENING THE FLYING EVALUATION BOARD**

1. Does cause exist to convene an FEB?
2. If the FEB is to consider evidence of failure to meet training standards, was the respondent offered the opportunity to request a waiver of FEB?
3. If the FEB is to requalify an officer who has been disqualified for more than five years, have rated requirements and assignment availability been coordinated with HQ AFMPC/DPMROY?
4. Is just one respondent to appear?
5. Is the FEB convened by a flying unit commander (wing commander or higher)?
6. Is the convening order in the proper format?
7. Has the Host Operations System Management (HOSM) sent the notification message?
8. Did the HOSM notify HQ AFMPC/DPMROY, the MAJCOM, and HQ AETC/DOT (if applicable)?
9. Is the convening date within 30 days of appointment? If not, were the MAJCOM and HQ AFMPC/DPMROY notified of the delay and the anticipated date?

#### **BOARD MEMBERSHIP**

1. Has the convening authority selected three voting members and an additional rated officer to act as recorder?
2. Have any of the board members been directly involved in the case?
3. Are all voting members qualified for aviation service, holding an active aviation service code, and senior in rank to the respondent?
4. Does at least one voting member hold the same rating as the respondent?

5. Has a legal advisor, if required, been appointed?
6. Was a FEB procedural briefing scheduled for the senior board member and the recorder?

#### PREHEARING RESPONSIBILITIES

1. Has the senior board member:
  - a. Briefed the recorder of his/her responsibilities and ensured he/she was relieved of other duties to properly perform recorder duties?
  - b. Given the recorder all documents, evidence, and correspondence relative to the case?
  - c. Specified a time and location for the FEB?
  - d. Ruled on any respondent requests for delay?
  - e. Verified the authenticity of the evidence?
2. Has the recorder:
  - a. Reviewed AFI 11-402 and this checklist?
  - b. Notified the respondent to appear?
  - c. Obtained and analyzed all records, evidence, and correspondence regarding the case?
  - d. Interviewed everyone who may have knowledge of the case and determined who to call as witnesses?
  - e. Obtained testimony by deposition or affidavit from witnesses who are unable to appear?
  - f. Kept the respondent notified of any changes to time or place of the FEB?
  - g. Arranged for the presence of the respondent's military witnesses?
  - h. Arranged for a reporter and any required advisory members?
  - i. Notified everyone of the time and place for the FEB?
  - j. Ensured all evidence is available when the board convenes?
  - k. Given the respondent and board members a chance to review all of the evidence?
  - l. Assembled appropriate instructions and regulations for reference during the FEB?
  - m. Authenticated copies of exhibits to be used as evidence?
  - n. Informed the SBM when all prehearing actions are complete?

#### RESPONDENT NOTIFICATION

1. Has the respondent been notified IAW AFI 11-402, Attachment 19?

2. Did the respondent respond to the notification within 48 hours? If not, was an extension granted by the convening authority?
3. Did the respondent request voluntary disqualification in lieu of (VILO) FEB? If so, was it within five workdays of notification?
4. If the respondent requested a VILO, was the officer suspended (ASC 04) by the FMO until the request can be acted upon?
5. Was the VILO request forwarded through channels to the MAJCOM?
6. If the respondent requested a particular military counsel, was the request honored and documented if denied?

#### EVIDENCE AND EXHIBITS

1. Does the evidence accurately fix dates, places, people, and events?
2. Is all reasonable evidence examined and are all facts relative to rated qualification reviewed?
3. Are only the applicable pages of publications or regulations submitted as exhibits and are they properly annotated?
4. Are all mandatory exhibits included?
5. Was the respondent given a chance to review all documents submitted as evidence?

#### CONDUCTING THE FEB

1. Is a reporter, recorder, respondent, counsel, and quorum of board members present during all open sessions?
2. Are witnesses present only while giving testimony?
3. Are the reporter and witnesses sworn?
4. Did the SBM explain the rights of the respondent in open session?
5. Was the respondent offered the right to challenge voting members for cause?

6. If a new member was appointed during the proceedings, did the new member review all proceedings up to that point in the FEB?
7. Was the identity of each witness and their relationship to the respondent established in open session?
8. Was the respondent or respondent's counsel allowed to cross examine all witness called by the board?
9. Was all evidence received in open session?
10. Was the respondent compelled to testify?
11. Did advisory members give advice only in open session?
12. If a rated officer professes a fear of flying, did the board adjourn for the respondent to get counseling? If the fear of flying statement was not retracted, was the FEB terminated and the officer disqualified IAW AFI 11-402, paragraph 3.7.1.3.?
13. Was the respondent given an opportunity to answer all allegations?

#### FINDINGS AND RECOMMENDATIONS

1. Are all findings supported by the evidence?
2. Do the findings comment on each allegation?
3. Did the FEB note any extenuating circumstances?
4. Did the FEB determine if the respondent ever voluntarily requested suspension or disqualification for aviation service, met an FEB, or met a training review board that resulted in elimination from flying training?
5. If the legal advisor was present in a closed session, were questions limited to putting findings in proper form? Were transcripts of the closed sessions with the legal advisor present included in the FEB report?
6. Did the FEB find the respondent's aviation service should be limited to certain aircraft, roles, or missions?
7. Are the recommendations consistent with the findings? Are they limited to the respondent remaining qualified or disqualified for aviation service?
8. If the respondent was in training and the recommendation was to remain qualified, did the board make a recommendation whether or not the respondent should continue training?



9. If dual rated, did the board make a recommendation regarding each rating?
10. If there was disagreement among voting members, was a minority report properly filed?
11. Were the findings and recommendations announced in open session?

#### POSTHEARING RESPONSIBILITIES

1. Has the recorder:
  - a. Supervised preparation of the report and ensured there are enough copies?
  - b. Ensured all copies of the report have been signed by all members who were present throughout the hearing?
  - c. Arranged the material in the correct order?
  - d. Prepared a transmittal letter for the convening authority?
2. Has the SBM reviewed the report?

#### FEB REPORT

1. Is the transcript verbatim, double spaced, and on 8 1/2 by 11 inch paper?
2. Are all exhibits tabbed?
3. Does the index include witnesses and the page where their testimony appears? Is there a list of exhibits with the page where they were introduced?
4. Is the report arranged properly?
5. Are all required exhibits included in the following order?
  - a. Special order appointing the board.
  - b. Letter directing the board to convene.
  - c. Letter notifying the respondent to appear.
  - d. Report of Medical Examination (SF 88) and Report of Medical History (SF 93).
  - e. Orders awarding aeronautical rating and aviation service code.
  - f. Orders suspending or disqualifying the respondent.
  - g. Copy of the Individual Flight Record.
  - h. Copy of flight training or flight evaluation records.

6. Are all pages clearly labeled?
7. Is one copy of the report given to the respondent?
8. Are the original and other copies delivered to the convening authority for review, recommendations, and transmittal?
9. Are copies of the report mailed to each reviewing authority and to the MAJCOM?
10. Are FEB suspenses met? If not, are extensions requested and approved?
11. If the board is reconvened after forwarding copies of the report, was each copy returned to the convening authority?

## THE REVIEW PROCESS

### 1. Legal Sufficiency Review

- a. Is the reviewer someone other than the FEB legal advisor?
- b. Is the review limited to determining procedural compliance and sufficiency of evidence?
- c. Was there any prejudicial error?
- d. Is the review dated and signed?

### 2. Convening authority review

- a. Did the convening authority add comments and recommendations, date, and sign each copy of the report to be forwarded?
- b. If nonconcurring, did the convening authority specifically identify the areas of contention and reason for nonconcurring?
- c. If a FEB finding indicated a lack of supervision or supervisory error, did the convening authority include a statement regarding corrective action taken or contemplated?

### 3. Intermediate Review

- a. If nonconcurring with the board or convening authority, are specific reasons cited?
- b. If new evidence is received and the FEB is not reconvened, is the evidence (or summary) forwarded with recommendations?
- c. Are suspenses being met?

## Attachment 27

### FORMAT FOR FLYING EVALUATION BOARD REPORT

Headquarters designation

Place

Proceedings of the Flying Evaluation Board that convened at (place), pursuant to paragraph \_\_\_\_\_, special order \_\_\_\_\_, Headquarters \_\_\_\_\_, dated \_\_\_\_\_, a copy of which attached as "Government Exhibit 1." The board met at \_\_\_\_\_ hours, \_\_\_\_\_, 19\_\_\_\_.

MEMBERS PRESENT:

\_\_\_\_\_ (grade) \_\_\_\_\_ (name) \_\_\_\_\_ (SSN) \_\_\_\_\_ (function) \_\_\_\_\_

MEMBERS ABSENT:

\_\_\_\_\_ (grade) \_\_\_\_\_ (name) \_\_\_\_\_ (SSN) \_\_\_\_\_ (function) \_\_\_\_\_

PURPOSE:

The purpose of the Flying Evaluation Board (FEB) was to consider evidence concerning the professional qualifications as a (rating) of (grade, name, SSN, organization) and to make recommendations regarding (his) (her) future performance of flying duties.

The respondent appeared before the FEB (with/without) counsel. The order appointing the FEB was entered into the record and the instruction under which the FEB convened was read aloud.

The respondent was asked if (he) (she) desired to challenge any member of the board for cause and replied (insert here entry of any challenge and the action taken). Advanced notification of this board was entered in evidence as "Government Exhibit 3."

The respondent was present during all open sessions of the FEB and was given the opportunity to cross-examine witnesses, to present evidence in (his/her) own behalf, to testify in person or submit a written statement, and to submit a brief. The proceedings were as follows:

The board will come to order.

REC

Let the record show that the respondent, (grade, name, SSN, organization) is present and junior in rank to all the voting members. This board was appointed by paragraph \_\_\_\_, special order \_\_\_\_, dated \_\_\_\_, 19 \_\_\_\_, Headquarters, \_\_\_\_\_. A copy of the appointing order is "Government Exhibit 2."

Receipt of notice of this hearing has been acknowledged by the respondent. The notice of hearing and acknowledgment are "Government Exhibit 3."

REC

The reporter, (name), will be sworn.

REC (to reporter)

Please stand and raise your right hand:

"Do you swear that you will faithfully perform the duties of reporter."

REP

I do.

REC

The purpose of this Flying Evaluation Board is to consider evidence concerning the respondent's professional qualifications as a (rating) and to make recommendations regarding (his/her) future performance of flying duties.

REC (addresses respondent)

Q. Is the respondent represented by Counsel?

A.

Q. What is (his/her) name, grade, SSN, and organization?

A.

REC

It is alleged that the respondent (state the exact reasons why the respondent is meeting the FEB). AFI 11-402, paragraph \_\_\_\_\_, reads as follows; (read appropriate paragraphs).

**NOTE:** The legal advisor may now give preliminary instructions to the board, if desired.

REC (addresses the board)

Is any voting member unable to give the respondent a fair and impartial hearing?

**NOTE:** If the answer is "no" or there is no response, REC will state: Let the record show all members answered in the negative.

**NOTE:** If anyone answers "yes", ask for the reason. If it is apparent the member should be released because of bias or prejudice against the respondent, the senior board member will release the member. Otherwise, follow the challenge proceedings. If this results in an insufficient number of voting members to constitute a quorum (three), the board will recess to get an alternate member. Ask the alternate member the same question. His or her qualification to sit depends on his or her answer.

SBM

It is my duty to explain the following rights to the respondent:

1. You may appear in person at all open proceedings of this board.
2. You may be represented at all open sessions by military counsel of your choice, if reasonably available, or civilian counsel of your choice at your own expense; or you may request that military counsel be assigned to represent you.
3. You may challenge any voting member of this board, for cause.
4. You, or your counsel, may question any witness who testifies.
5. You may call witnesses and present evidence in your behalf and you may submit a written brief covering all or any part of the proceeding.
6. You may or may not submit to examination. If you submit to examination, you will be sworn and will have to answer all questions. However, you will not be compelled to incriminate yourself, to answer any question which might tend to incriminate you, or to answer any question not material to the issue when the answer might tend to degrade you. These are your rights under Article 31, Uniform Code of Military Justice.

SBM (addresses respondent)

Q. Do you desire further explanation of your rights?

A.

REC (addresses respondent)

You now have the opportunity to exercise your right of challenge. Any voting member of the board may be challenged for cause only. The legal advisor, medical advisor, and recorder are nonvoting members and not subject to challenge. Do you want to challenge any voting member?

A.

(If the answer is "no", the recorder should make the following statement before proceeding with the introduction of evidence.)

REC

Let the record show the respondent challenged no member. (If answer is "yes," the recorder should proceed with the challenge proceedings.)

REC (addresses board)

I now offer into evidence the respondent's SF Form 88, **Report of Medical Examination**, dated \_\_\_\_\_. I ask that this report be marked "Government Exhibit 4," and received into evidence.

SBM

Unless there is an objection, mark the report and admit it into evidence.

**NOTE:** The recorder offers each document, order, letter, or report bearing on the case and requests they be marked as exhibits and attached to the report. The senior board member ascertains whether there are any objections and rules on the admissibility of the evidence.

REC

I call (name) as a witness.

**NOTE:** The witness, if military, reports to the senior board member. The witness faces the recorder to be sworn.

REC (stands and addresses witness)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (if witness is civilian, see Attachment 23)

Q. What is your name, grade, SSN, and organization?

A.

(Recorder, respondent or respondent's counsel, or the board members proceed with examination of witnesses.)

REC

I have no other witnesses and no other evidence to present.

SBM (addresses respondent)

You now have the opportunity to introduce evidence in your behalf, either by calling witnesses or by introducing documentary evidence. As previously explained, you have the right to submit to examination under oath or to remain silent.

Q. Do you desire to submit documentary evidence in your behalf?

A.

Q. Do you want to submit depositions, certificates, or affidavits instead of the testimony of witnesses who are absent?

A.

**NOTE:** Documentary evidence, depositions, certificates, and affidavits submitted by the respondent will be marked as exhibits and identified alphabetically.

Q. Do you want to call any witnesses to testify in your behalf?

A.

**NOTE:** After being sworn by the recorder, each witness may be questioned by the respondent or the respondent's counsel and may be cross-examined.

SBM (at end of examination of witness)

Q. Do you want to submit to examination under oath?

A.

**NOTE:** If the respondent testifies as a witness, the recorder administers the oath and explains Article 31, UCMJ.

REC (stands and addresses respondent)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (addresses respondent)

Q. Are you the respondent in this case?

A.

I will now read from Article 31, Uniform Code of Military Justice:

(a) No person subject to this code shall compel any persons to incriminate themselves or to answer any question the answer to which may tend to incriminate them.

(b) No person subject to this code shall interrogate, or request any statement from, an accused or persons suspected of an offense without first informing them of the nature of the accusation and advising them that they do not have to make any statement regarding the offense of which they are accused or suspected and that any statement made by them may be used as evidence against them in a trial by court-martial.

(c) No person subject to this code shall compel any persons to make a statement or produce evidence before any military tribunal if the statement or evidence is not material to the issue and may tend to degrade them.

(d) No statement obtained from persons in violation of this article, or through the use of coercion, unlawful influence, or unlawful inducement shall be received in evidence against them in a trial by court-martial.

Q. Do you understand your rights?

A.

**NOTE:** The respondent may be questioned by his or her counsel, voting members of the board, and the recorder.

SBM (at end of examination)



The respondent is excused as a witness.

SBM

Q. Does the respondent desire to present any further evidence to the board?

A.

SBM

Q. Does the recorder have evidence in rebuttal?

A. (If yes, recorder introduces evidence in rebuttal and witnesses are sworn and examined as before.)

SBM

Q. Does any member of the board wish to have any witnesses called or recalled, or does any member of the board desire that the recorder secure any additional information?

A. (If any board member makes a request, the recorder will comply.)

SBM (addresses respondent)

Q. Does the respondent desire to make an unsworn statement? An unsworn statement is not evidence and you cannot be cross-examined on it; what weight the board attaches to it rests solely with the board. Furthermore, the board may elicit evidence from other sources to rebut anything in the statement. The statement may be oral or in writing, or both. You may make it yourself, or it may be made by your counsel, or by both of you. Consult with your counsel and advise the board what you want to do.

A.

**NOTE:** SBM may request recorder to give summation of proceedings, closing statement, or both.

SBM (addresses respondent)

Q. Does respondent (or respondent's counsel) desire to present closing argument?

A.

**NOTE:** The legal advisor may now give closing instructions, if desired.

SBM

The board is closed. (The board goes into closed session and personnel not part of the board withdraw.)

SBM (addresses session)

The board will come to order. Let the record show all members of the board, the respondent, and the respondent's counsel are present.

#### FINDINGS:

Having carefully considered the evidence, the Flying Evaluation Board finds:

#### RECOMMENDATIONS:

In view of these findings, the board recommends:

The Flying Evaluation Board adjourned at (time and date).

(member)

(senior member)

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(member)

(recorder without vote)

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(medical advisor without vote)

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## **Attachment 28**

### **FLYING EVALUATION BOARD REPORT TRANSMITTAL LETTER**

MEMORANDUM FOR First Reviewing Authority

Next Reviewing Authority, etc.

MAJCOM/DO/CV/CC (As Appropriate)

FROM: (Convening Authority's Functional Address Symbol)

SUBJ: Flying Evaluation Board Report Transmittal

1. Attached are the proceedings of a Flying Evaluation Board report that convened at this headquarters, (date).

- a. The respondent was: (grade, name, and SSN)
- b. Present duty AFSC \_\_\_\_\_; additional AFSC \_\_\_\_\_ (if appropriate).
- c. Aeronautical rating:
- d. Additional aeronautical ratings:
- e. Basis for officer meeting the Flying Evaluation Board: (Reference AFI 11-402, Chapter 4)
- f. Parent organization:

2. Unit POC is \_\_\_\_\_.

(Convening Authority's Signature)

(Type Name, Grade, USAF)

Attachments:

1. Convening Authority's Recommendation
2. Review of Legal Sufficiency
3. FEB Proceedings